

**Construction and Posting of Agenda****I. Construction of Agenda**

- A. The Superintendent in cooperation with the Chairperson of the Bethany Board of Education (Board) shall prepare an agenda for each meeting of the Board.
- B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda. This request must be made no later than seven (7) business days prior to the required public posting of the agenda.
- C. If at least three (3) Board members request in writing that an additional agenda item be placed on the Board's agenda, it will either be placed on the agenda or a special meeting of the Board will be scheduled within fourteen (14) days of the written request.

**II. Posting of Agenda**

- A. At least twenty-four (24) hours prior to the time of the regular or special meeting, an agenda will be posted by the Superintendent or designee for the Board.
- B. An agenda will be posted at Town Hall, the Board's Administrative Office, and on the Board's Internet website.
- C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.
- D. If, in accordance with applicable law, the Board holds a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting, the agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting by means of electronic equipment or in person, as applicable and permitted by law. Any such agenda shall be posted in accordance with the provision of Connecticut General Statutes Section 1-225.

Legal Reference: Connecticut General Statutes § 1-225  
 Connecticut General Statutes § 10-218  
 Public Act 22-3

Bylaw adopted: September 9, 1991  
 Bylaw reviewed: February 11, 2004  
 Bylaw revised: March 10, 2004  
 Bylaw revised: February 10, 2016  
 Bylaw revised: April 8, 2020  
 Bylaw revised: August 12, 2020  
 Bylaw revised: December 14, 2022

Source: Shipman