Time, Place, and Notice of Meetings

Regular Meetings

1. The Bethany Board of Education (Board) shall set a calendar of regular meetings for the ensuing year.
2. In compliance with the Connecticut General Statutes, the Board Recording Secretary shall file this calendar with the Town Clerk and post this calendar on the Board's Internet website.
3. Normally the Board shall schedule regular meetings on the second Wednesday of each month of the year.
4. If at any point in the meeting, the Board should not maintain a quorum, the meeting may continue but no further action can be taken. Should the Chairperson of the Board adjourn the meeting, the time and place of the resumption of the meeting will be declared and reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four (24) hours after the time of adjournment.
5. If, in accordance with applicable law, the Board conducts a regular meeting by means of electronic equipment, the Board shall provide, at least forty-eight (48) hours before the meeting, direct notification in writing or by electronic transmission to each member of the Board and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment in the Administrative Offices of the Board, in the office of the Town Clerk, and on the Board's Internet website. Such notice 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.

Special Meetings

1. Special meetings may be held when determined by the Board, when so called by the Chairperson, or within fourteen (14) days upon written request of three (3) members of the Board.
2. No special meeting shall be held unless a notice stating the time, place, and purpose of the meeting has been given to each member and to the Town Clerk and has been posted on the Board's Internet website twenty-four (24) hours before the time stated for the meeting to convene.
    a. If, in accordance with applicable law, the Board holds a special meeting conducted solely or in part by means of electronic equipment, notice of such meeting shall include whether the meeting will be conducted solely or in part by means of electronic equipment. If such meeting is to be conducted by means of electronic equipment, such notice shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.
3. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following holding of such a meeting.

Meeting Time and Place

1. All regular meetings of the Board shall begin at the posted time or as soon thereafter as a quorum is present and shall adjourn when the Board's business has concluded. All regular meetings of the Board shall be held in person unless otherwise ordered by the Board to be conducted solely or in part by means of electronic equipment.
2. Special Meetings (non-emergency) of the Board shall be held at a time and place to be determined and announced in advance of the meeting.

Legal References: Connecticut General Statutes § 1-225
Connecticut General Statutes § 1-228
Connecticut General Statutes § 1-229
Connecticut General Statutes § 1-230
Connecticut General Statutes § 7-3
Connecticut General Statutes § 7-4
Connecticut General Statutes § 10-218
Public Act 22-3

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Bylaw revised: August 12, 2020
Bylaw revised: January 11, 2023

Source: Shipman