

BY-LAWS OF THE BOARD

Construction and Posting of Agenda

- I. Construction of Agenda
 - A. The Superintendent in cooperation with the Chairperson of the Board of Education (the "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.
 - (1) If at least three Board members request in writing or via email that an additional agenda item be placed on the next Board's regular meeting agenda, it will either be placed on the agenda or a special meeting of the Board will be scheduled within fourteen (14) business days of the written (or emailed) request.
 - (2) Requests must be made no later than seventy-two (72) hours (excluding weekends and holidays) prior to the legally required public posting of the agenda.
 - C. Town residents and/or taxpayers may request that the Board place an item on the agenda of a regular meeting. To do so they must:
 - 1) Make their request in writing or via email to the Secretary of the Board, with a copy of the request to the Superintendent of Schools.
 - 2) The Secretary of the Board will present the written (or emailed) request to the Board at its next regular meeting.
 - 3) If at least three Board members agree to the additional agenda item, it will be placed on an agenda for a future regular meeting of the Board of Education.
 - 4) If agreed, the Board will decide at which future regular meeting date the item will appear on the agenda.
- II. Posting of Agenda
 - A. At least twenty-four (24) hours (excluding weekends and holidays) prior to the time of the regular [or special] meeting, an agenda will be

constructed and posted by the Superintendent of Schools for the Board.

- B. An agenda will be posted at Town Hall, the Board's Administrative Offices, and on the Board's Internet web site.
- 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 provisions of Connecticut General Statutes Section 1-225.

S&G 5/6/2022

Legal References Available Upon Request

ADOPTED 1/27/00
Revised: January 12, 2023