

BY-LAWS OF THE BOARD**Time, Place and Notice of Meetings**

1. Regular Meetings
 - A. The Coventry Board of Education (the “Board”) shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.
 - B. In compliance with the Connecticut General Statutes, the Chairperson [or designee] shall file this calendar with the Town Clerk and post this calendar on the Board’s Internet website, if available, on or before January 31.
 - C. Normally the Board shall schedule regular meetings on the second and last Thursday of each month of the year except during school vacations when the Board shall schedule no regular meetings.
 - D. If at any point in the meeting the Board should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be 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 hours (excluding weekends and holidays) after the time of adjournment. The reason for the adjournment will be noted in the minutes.
 - E. 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 (excluding weekends and holidays) 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. Such notice shall be posted in the Administrative Offices of the Board, in the office of the Town Clerk, and on the Board’s Internet website. If the meeting is to be conducted solely by means of electronic equipment, 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.
2. Special Meetings
 - A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or within fourteen (14) business days upon written or emailed request of three members of the Board.

- B. 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, if available, twenty-four (24) hours (excluding weekends and holidays) before the time stated for the meeting to convene.
 - 1. 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 solely 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.
- C. 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 (excluding weekends and holidays) following the holding of such a meeting.

3. Meeting Time and Place

- A. All regular meetings of the Board shall begin at 7:00 p.m. or as soon thereafter as a quorum is present and shall adjourn no later than 11:00 p.m. unless extended to a time certain by a two-thirds vote of the Board members present. All regular meetings of the Board shall be held in the Administration Building Conference Room, unless otherwise ordered by the Board.
- B. Special Meetings (non-emergency) of the Board shall be held at a time and place to be determined and announced in advance of meeting.

S&G 5/6/2022

Legal References Available Upon Request

ADOPTED: 01/27/00

REVISED March 10, 2022

Revised: January 12, 2023