

## **Bylaws of the Board**

### **Time, Place and Notice of Meetings**

#### **Time, Place and Notice of Regular Meetings**

Commencing January 1, 2025, the Regional School District No. 14 Board of Education shall have regular meetings on the first Monday of each month unless otherwise noted. If any regular meeting falls on a holiday, such meeting shall be held on the next business day. The location of the meeting shall be included in the notice of the meeting.

The Board of Education shall file with the Town Clerk, not later than January 31st of each year, the schedule of the regular meetings of the Board of Education, and shall post notice of such schedule on the Board's website to the extent required by law. No regular meeting shall be held sooner than thirty days after such filing.

The annual organizational meeting of the Board shall be held at the first regular meeting in July, at which time the Board shall elect its officers from its membership.

#### **Time, Place and Notice of Special Meetings**

The Board may schedule special meetings that are supplementary to the schedule of regular meetings. The term "special meeting" includes make-up dates for regular meetings that may have been postponed.

The Superintendent shall notify each member of the Board in writing not less than 24 hours prior to the start of the special meeting of the time, place and business to be transacted. Any Board member may waive the 24 hour notification by a written waiver of delivery or such notice or telegram (including by electronic means), to the purpose. The 24 hour notification requirement may be dispensed with as to any member who is actually present at the meeting at the time it convenes.

Three members of the Board may request a special meeting of the Board to discuss a specific agenda item by making such request in writing to the Chairperson of the Board. The Chairperson shall schedule a special meeting in response to the request or add the specific agenda item to a regularly scheduled meeting. If no meeting is called within 14 days after such a request has been made, a special meeting may be called by any three members by giving the usual written notice to the other members with the agenda for the meeting included and properly posted in accordance with the law.

Notice of each special meeting of the Board of Education shall be posted not less than 24 hours before the meeting on the Board's website to the extent required by law and filed not less than 24 hours before the meeting with the Town Clerk of member towns. Such notice shall give the time and place of the special meeting and the business to be transacted. No other business shall be considered by the Board at the special meeting.

## Bylaws of the Board

### Time, Place and Notification of Meetings (continued)

#### Requests to Receive Notice of Meetings by Mail

Notice of all meetings will be mailed to persons filing a written request renewable in January of the meeting, except that the Board may give such notice as it deems practical for special meetings called less than seven days prior to the date set for the meeting. The Board of Education will charge a fee for these notices based upon cost of the service, as provided by law.

#### Construction of the Agenda

The Superintendent, in cooperation with the Chairperson of the Board of Education, shall prepare an agenda for each meeting. Any member of the Board of Education may contact the Chairperson of the Board to request that an item be placed on the agenda. Such requests should be made no later than 48 hours prior to the legally required public posting of the agenda. The Chairperson will take such requests into consideration when preparing the agenda but is not obligated to include them.

#### Posting of the Agenda

At least 24 hours prior to the time of the meeting, the agenda shall be posted on the Board's central offices and in the Town Hall of member towns as well as the Board's website to the extent required by law. Any subsequent business not included in such filed agendas may be considered and acted upon at **regular** Board meetings upon the affirmative vote of two-thirds of the members of the Board of Education present and voting; however, no such additional items may be considered by the Board at special or emergency meetings.

Legal Reference:            Connecticut General Statutes  
    1-200 (2) Definitions. "Meeting"  
    1-206 Denial of access to public records or meetings.  
    1-225 Meetings of government agencies to be public, as amended by June  
    11 Special Session, PA 08-3  
    1-227 Mailing of notice of meetings to persons filing written request.  
    1-228 Adjournment of meetings. Notice.  
    1-229 Continued hearings. Notice.  
    1-230 Regular meetings to be held pursuant to regulation, ordinance or  
    resolution.  
    10-218 Officers. Meetings

Policy Revised            May 6, 2024  
 Policy adopted:        December 4, 2017

REGIONAL SCHOOL DISTRICT NO. 14  
 Bethlehem and Woodbury, Connecticut