

SALEM SCHOOL DISTRICT
Salem, Connecticut

BY LAWS OF THE BOARD

TIME, PLACE AND NOTIFICATION OF MEETINGS

Regular Meetings:

The Board of Education shall file with the town clerk and shall post on the District's website (www.salemschools.org), not later than January 31st of each year, the schedule of the regular meetings of the Board. Such meetings shall be held on the first Monday of the month at the Salem School Media Center or another designated location. The schedule will include the date, time and location of each meeting. Advance announcement of all regular and special meetings is made through the posting of the agenda at Salem Town Hall and Salem School.

All regular meetings shall be open to the public and the media. Changes of regular meetings from normal dates shall be filed with the Town Clerk and publicized in accordance with requirement of the Freedom of Information Commission. Only items on the regular meeting agenda may be taken up by the Board unless a two-thirds vote of the Board approves additions to a regular meeting agenda.

Special Meetings:

Notice of special meetings of the Board shall consist of its agenda and such agenda shall be filed not less than 24 hours in advance of the meeting with the Town Clerk and be posted giving the time and place of the special meeting and the business to be transacted. No other business shall be considered by the Board at that meeting. Each member of the Board shall be notified by the Superintendent's Office not less than 24 hours prior to the time of the special meeting and shall be advised of the time, place and business to be transacted. The special meeting shall also be posted on the District's website (www.salemschools.org).

In determining the time within which or by when a notice is required to be given, made available, posted or filed, Saturdays, Sundays, legal holidays, and any other day when the Town Clerk's Office is closed shall be excluded.

(cf. 9121 – Board of Education Officers)
(cf. 9323 – Agenda)
(cf. 9325 – Meeting Conduct)
(cf. 9326 – Minutes)

Legal Reference: Connecticut General Statutes: 1-21 Meetings of government agencies to be public. 1-21c Mailing of notice of meetings to persons filing written request. 1-21d Adjournment of meetings. Notice. 1-21e Continued hearings. Notice. 1-21f Regular meetings to be held pursuant to regulation, ordinance or resolution. 1-21i

Denial of access to public records or meetings. 10-218 Officers. Meetings. 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions (as amended by P.A. 83-148 requiring "filing" of notice instead of "posting" with clerk; Saturdays, Sundays, holidays or days when office is closed are excluded from time element), as amended by June 11 Special Session, P.A. 08-3).

1st Reading: March 26, 1996

Policy Adopted: April 9, 1996

1st Reading: August 15, 2005 (revision)

Policy Adopted: September 6, 2005 (revision)

Revised Policy 1st Reading: January 5, 2009

Revised Policy Adopted: January 20, 2009

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