

Bylaws of the Board

Preparation of Agenda

Agendas for regular and special meetings shall be prepared by the Superintendent of Schools and approved by the Board of Education Chairperson.

Any Board member may request in writing or email an item be placed on the agenda of a regular meeting by contacting the Superintendent or Chairperson at least 8 business days prior to the day of the meeting for which the agenda item applies. Within 3 business days of receiving a written or email request the Superintendent or Chairperson must notify the submitter of their decision whether or not to include the agenda item.

If 2/3 or more Board members state in writing or email their request for an agenda item to be included on the next meeting's agenda it shall be included on the next meeting's agenda. The request of 2/3 or more Board members must be received at least 4 business days prior to the day of the meeting. All correspondence should include the Superintendent, Administrative Assistant to Superintendent, and the Board Chairperson.

The Board will follow the order of business set up by the agenda unless the order is altered or new items are added by vote of the Board during the meeting. Only by two-thirds (2/3) vote of the entire Board present at a regular meeting can the Board add, or take action on, a matter which did not appear on the printed agenda.

Regular Agenda Format

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Celebrations
4. Public Comment
5. Additions to the Agenda
6. Consent Agenda
 - Minutes
 - Personnel Actions
 - Reports
7. Reports - (Oral)
 - Advisory Groups
 - Subcommittees
 - Chairperson
 - Superintendent and Administrative Team
8. Unfinished Business
9. New Business
 - Monthly Financial Report

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Regular Agenda Format (continued)

10. Communications – Information only, retirement letters, etc.
11. Future Agenda Items, Future Meetings and Topics, Follow-up
12. Public Comment
13. Executive Sessions
14. Adjournment

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public.

Bylaw adopted by the Board:	May 27, 1999	MARLBOROUGH PUBLIC SCHOOLS
Bylaw revised:	December 19, 2013	Marlborough, Connecticut
Bylaw revised:	April 28, 2022	
Bylaw revised:	October 26, 2023	
Bylaw revised:	March 27, 2025	