

## **TIME, PLACE AND NOTICE OF MEETINGS**

1. Regular Meetings
  - A. The Goodwin University Magnet Schools 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 Secretary] shall file this calendar with the Town Clerk [Regional School District Option: in the office of the Town Clerk of each municipal member of the school district], and post this calendar on the Board’s Internet web site, if available, by November 30 [or other date falling on or before January 31].
  - C. Normally the Board shall schedule regular meetings on the \_\_\_\_\_ of each month of the year except \_\_\_\_\_, 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 after the time of adjournment.
  - 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 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 in the Administrative Offices of the Board, in the office of the Town Clerk [Regional School District Option: in the office of the Town Clerk of each municipal member of the

school district], and on the Board's Internet web site. 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 called by the Chairperson, or within fourteen (14) days upon written 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 has been posted on the Board's Internet web site, if available, twenty-four (24) hours 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 a meeting is to be conducted 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 [Regional School District Option: with the Town Clerk of each municipal member of the school district] no later than seventy-two (72) hours following the holding of such a meeting.

3. Meeting Time and Place

- A. All regular meetings of the Board shall begin at \_\_\_\_\_ or as soon thereafter as a quorum is present and shall adjourn no later than \_\_\_\_\_ 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 \_\_\_\_\_, 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 the meeting.

Legal References:  
Connecticut General Statutes

Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions
- 1-228 Adjournment of meetings. Notice
- 1-229 Continued hearings. Notice
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution
- 7-3 Warning of town and other meetings
- 7-4 Record of warning
- 10-218 Officers. Meetings

ADOPTED: \_\_ 6.15.23 \_\_\_\_\_

REVISED: \_\_\_\_\_

5/6/2022