

Series 9000 - Bylaws of the Board

3. Methods of Operation

B. Meetings

(6) Minutes

The Board's Recording Secretary, in consultation with the Board Secretary, shall keep minutes of all regular and special meetings of the Board, which shall be a complete and permanent record of Board meeting action, including resolutions and motions in full. Subcommittee chairs shall keep minutes of all subcommittee meetings. Minutes should always reflect Board action and a summary of related discussion. Minutes shall not include a verbatim account of the meeting. Minutes shall be filed with the Town Clerk and be available on the District's website within seven days after each meeting.

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Board member votes and abstentions will be recorded. All motions and resolutions shall be numbered for each fiscal year beginning July 1.

Maintaining the Minutes

The minutes of regular and special meetings of the Board of Education shall include the following items:

- A. The date, place, and type of meeting.
- B. Board members present and members absent, by name.
- C. Notation of Superintendent and other District officials participating.
- D. Call to order, start time, and name and title of presiding officer.
- E. Arrival of tardy members by name and time.
- F. Departure of members before adjournment by name and time.
- G. Any actions approving minutes of previous meetings or corrections to minutes of previous meetings.
- H. Names, addresses and description of comments for those speaking during public comment.
- I. Names of Board members and a description of comments for those speaking during Board comment.
- J. A record of any reports to or from Board members, the Superintendent and staff.
- K. All motions, resolutions and their disposition, listing the names of those voting in favor, in opposition, or abstaining, as noted in the previous section of this Bylaw.
- L. Minutes of discussion and action items shall summarize discussion without mentioning Board member names or specific comments.
- M. A summary of reports from Suffield High School student representatives, any recognition as well as any items requested for future business.
- N. The link to the video recording of any regular meetings of the full Board that are recorded.

Legal Reference: Connecticut General Statutes
 10-218 Election of officers
 10-224 Duties of the secretary
 1-21 Meetings of government agencies

Bylaw adopted by the Board: December 2, 1997
Bylaw revised: November 20, 2012
 October 5, 2020, April 6, 2021

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut