

Series 9000 - Bylaws of the Board

3. Methods of Operation

B. Meetings

(1) Time, Place, Notification of Meetings

Regular Meetings

The Board shall file with the Town Clerk, no later than January 31st of each year, a schedule of regular Board meetings for the following 13 months. No meeting shall be held sooner than 30 days after such filing, unless posted as a special meeting.

Notice for each Board meeting shall be filed with the Town Clerk not less than 24 hours in advance of the meeting giving the time, place and business to be transacted. Agenda items may be added by members during regular Board meetings, following a motion and a two-thirds vote of the Board. Each member of the Board shall be notified by the Board chair, Superintendent, or their designee not less than 24 hours prior to the time of a meeting and shall be advised of the time, place and business to be transacted.

Special Meetings

Notice of each special meeting of the Board shall be filed with the Town Clerk not less than 24 hours in advance of the meeting with an agenda stating the time, place and business to be transacted. No other business beyond what is stated on the agenda shall be considered by the Board at a special meeting. Each member of the Board shall be notified by the Board Chair, Superintendent, or their designee 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.

Emergency Meetings

Emergency meetings with less than 24 hours' notice, shall be convened if an urgent need arises that complies with restrictions outlined in state law. No other business beyond what is stated on the agenda shall be considered by the Board at an emergency meeting.

Subcommittee Meetings

All Board subcommittee meetings shall be convened by the chair of that subcommittee. Notice of each subcommittee meeting shall be filed not less than 24 hours in advance of the meeting with the Town Clerk, giving the time, place, and business to be transacted. Each subcommittee member shall be notified by the subcommittee chair or his/her designee not less than 24 hours prior to the time of the meeting and shall be advised of the time, place and business to be transacted. Subcommittee chairpersons shall keep minutes of all meetings which shall be submitted to the Town Clerk.

Electronic Participation

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business.

When a Board member participates electronically, the member will be considered present and shall be counted present for purposes of convening a quorum. Electronic participation shall be documented in Board minutes.

Any Board member wishing to participate in a meeting electronically will notify the Board Chair and/or Superintendent as early as possible. All electronic participation shall be audible to the public at the location specified in the notice for the meeting. The identity of each party participating electronically shall be clearly stated prior to the meeting or at which time said person joins the meeting.

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.
1-21f 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.

Bylaw adopted by the Board: December 2, 1997
Bylaw Revised: November 20, 2012
October 15, 2018

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut