

Series 9000 - Bylaws of the Board

3. Methods of Operation

B. Meetings

(4) Meeting Agenda and Dissemination

Agendas for all Board meetings shall be prepared by the Board Chair and Superintendent. Subcommittee meeting agendas shall be prepared by the Subcommittee Chair and Superintendent. Any Board member who wishes to have an item included on an agenda should notify the Board Chair and/or Superintendent, or subcommittee chair, in sufficient time for them to review the request and determine if placement on the agenda is appropriate. If deemed inappropriate, the Board Chair or Superintendent shall explain to the member how the decision was reached and advise them of their right to propose adding an agenda item during a regular meeting. Agendas for regular meetings shall allow time for public comment before and/or after the business meeting.

Distribution of Agenda Materials

The agenda, together with supporting materials, shall be distributed to Board members prior to the Board meeting in sufficient time to allow members to consider the issues carefully.

Posting of the Agenda

Agendas for regular Board meetings shall be filed with the Town Clerk and posted on the District's website not less than 24 hours in advance of the meeting time. The same requirements shall be met for special meetings of the Board unless called in an emergency with less than 24 hours' notice.

Legal Reference: Connecticut General Statutes
 1-21 Meetings of government agencies to be public

Bylaw adopted by the Board: December 1, 1997
 Bylaw revised: November 20, 2012
 October 15, 2018

SUFFIELD PUBLIC SCHOOLS
 Suffield, Connecticut