

Time, Place, Notification of Meetings

Organizational Meeting The board of education shall conduct its organizational meeting at its December meeting following the November election and shall elect a chairperson, vice-chairperson, and secretary. The organizational meeting shall be called to order by the current chairperson who will preside until his/her successor is chosen by a majority vote of the board. In the absence of the chairperson, the vice-chairperson shall preside or secretary.

Election of officers and the vote of each member shall be made available for public inspection within forty-eight hours and recorded in the minutes of the meeting. If a chairperson, vice chairperson and/or secretary are not chosen within one month, the selectmen shall choose such officers from the board membership.

If the office of chairperson, vice-chairperson or secretary become vacant between organizational meetings, the vacancy shall be filled by a majority of the members of the board present, at a meeting warned for that purpose, until the subsequent organizational meeting.

Regular Board Meeting There shall be a regular meeting of the board each month unless canceled by special action of the board. At its regular December meeting, the board of education shall set the schedule of regular meetings for the subsequent calendar year; such schedule to be filed with the town clerk no later than 30 days prior to the first scheduled meeting of the following January. The schedule will include the date, time, and location of each meeting.

All regular meetings shall be open to the public and the press. Changes of regular meetings from normal dates shall be filed with the town clerk and publicized in accordance with requirements of the Freedom of Information Commission. Only items on the regular meeting agenda may be taken up by the board unless a two-thirds vote of the board approves additions to a regular meeting agenda.

Special Board Meeting The chairperson of the board may call a special meeting whenever he/she deems it necessary and must call a special meeting when requested to do so by three members of the board. The vice chairperson, shall in the absence of the chairperson, or in his or her inability to act, have the powers of the chairperson to call special meetings as outlined herein.

Notice of special meetings of the board of education shall be given at least 24 hours prior to the meeting by filing a notice of the time and the business to be conducted in the office of the town clerk; however, in case of emergency, and such special meeting may be held without complying with the foregoing requirement for the filing of notice, but a copy of the minutes of any such special meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the town clerk not later than 72 hours following the holding of such meeting.

In determining the time within which or by when notice is required to be given, made available, posted or filed, Saturdays, Sundays, legal holidays, and any other day when the Town Clerk's office is closed shall be excluded.

Only business identified on the call of a special meeting shall be discussed or transacted by the Board at such special meeting.

Legal Reference: Connecticut General Statutes

1-18a Definitions. ("Public Agency")

1-21 Meetings of government agencies to be public.

Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions (as amended by P.A. 83-148 requiring "filing" of notice instead of "posting" with clerk; Saturdays, Sundays, holidays or days when office is closed are excluded from time element)

Adopted: 5/14/12