

BOARD POLICY

No. 9342

9000 **INTERNAL BOARD OPERATIONS AND BY-LAWS OF BOARD**

9342 **Time, Place and Notice of Meetings**

1. Regular Meetings
 - A. The Board of Education shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.
 - B. In compliance with the General Statutes of the State of Connecticut, the Chairperson shall file this calendar with the Town Clerks, and post this calendar on the Board's website, if available, by December 30.
 - C. Normally the Board shall schedule regular meetings on the third Monday of each month of the year, if possible, except July, when the Board shall schedule no regular meetings.
 - D. If at any point in the meeting the Board of Education 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.
2. Special Meetings
 - A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or 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 to the Town Clerks, and has been posted on the Board's website, if available, twenty-four (24) hours before the time stated for the meeting to convene.
 - 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 Clerks no later than seventy-two (72) hours following the holding of such a meeting.

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3. Meeting Time and Place

- A. All regular meetings of the Board shall begin at 6:30 p.m. or as soon thereafter as a quorum is present and shall adjourn no later than 9:30 p.m. 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 the Chorus Room at the High School, unless otherwise ordered by the Board.
- B. Special Meetings (non-emergency) - time and place to be determined and announced in advance of meeting.

Legal References:

Connecticut General Statutes

- 1-225 Meetings of government agencies to be public.
Recording of votes. Schedule of agenda of
meetings to be filed. Notice of special meetings
Executive session.
- 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.

APPROVED: March, 1999
REVISED: February, 2008
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