

Bylaws of the Board

Time, Place and Notification of Meetings

Call

All Board members shall be notified in advance of each regular or special meeting of the Board of Education.

Prior to regular or special meetings each member shall receive at least 24 hour notice of the contents of the agenda or call of the meeting.

The news media shall receive prior notification of all meetings and shall receive a copy of the agenda or call of the meeting.

The Chairperson or any three members may call for a special meeting. The members call shall be in writing to the Secretary and state the purpose of the meeting. Action at a special meeting shall be confined to the purpose of the call.

Regular Meetings

Regular meetings of the Board of Education shall be held on the first Thursday and third Thursday of each month and be open to the public. Each January the regular meeting dates shall be posted in Town Hall as required by law.

An oral vote to change the date, time and/or place of a regularly scheduled meeting may be requested by any Board member. The Chairperson reserves the right to reschedule a regularly scheduled meeting under special circumstances (i.e., inclement weather, conflict with another function).

Twenty-four hour notice of such change must be given to each Board member and the local newspapers.

At the discretion of the Chairperson of the Board of Education, either or both of the July or August meetings may be canceled.

Special Meetings

Notice of each special meeting of the Board of Education shall be filed not less than twenty-four hours in advance of the meeting with the town clerk and be posted in the office of the clerk giving the time and place of the special meeting and the business to be transacted. No other business shall be considered by the Board at that special meeting. Each member of the Board of Education shall be notified by the Superintendent or the clerk 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, although any Board member may waive the 24 hour notification by a written waiver of notice or a telegram to the purpose.

Bylaws of the Board

Time, Place and Notification of Meetings (continued)

Adjournment for Inclement Weather

In the event school has been delayed, dismissed early, or closed, a scheduled meeting of the Board or a subcommittee of the Board will be held as scheduled. If weather conditions warrant, the Chairperson of the Board or subcommittee may cancel any scheduled meeting by notifying the Superintendent as soon as possible but not later than 4:00 p.m. The Superintendent will request local radio stations to announce the cancellation and will appropriately notify the affected Board/subcommittee members as well as the Town Clerk's office.

Quorum

No business of the Board may be transacted unless a quorum is present. A quorum shall consist of a majority of members of the Board of Education. A lesser number of members may adjoin a meeting to a definite date.

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.
1-21e continued hearings. 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: June 23, 1999
Bylaw revised: May 3, 2007

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Bylaws of the Board

Organizational Meeting

The biennial organizational meeting of the Board of Education shall be held at the regular meeting following the seating of all newly elected Board members of each election year. The last Chairperson or other duly sitting member of the Board of Education shall call the meeting to order.

The Board shall elect by a show of hands a Chairperson, Vice-Chairperson and a Secretary. Each member's vote for each position shall be recorded in the Board's minutes. The Vice-Chairperson will act in place of the Chairperson when necessary and preside at meetings when the Chairperson is temporarily absent. The Vice-Chairperson cannot fill vacancies required to be filled by the Chairperson and does not serve as an ex-officio member of committees. In the absence of both the Chairperson and Vice-Chairperson, the Secretary shall assume the responsibilities of the Chair. If no officers are present, Board of Education members will elect a person to chair the meeting.

If an officer of the Board (Chairperson, Vice-Chairperson, or Secretary) resigns, the Board shall fill the vacancy until the next biennial meeting.

Bylaw adopted by the Board: January 6, 2000
Bylaw revised: May 3, 2007

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut