

Bylaws of the Board

Construction of Agenda

The Superintendent shall prepare all agendas and supportive materials for meetings of the Board. In doing so, the Superintendent shall consult with the Board Chairperson **and/or Leadership Team** and appropriate members of the administrative staff. Any Board member who wishes to have an item included on the agenda should notify the Superintendent in sufficient time for the Superintendent to review the request with the Board Chairperson for **his/her their** decision on agenda placement.

The agenda shall provide time for members of the public who wish to speak briefly on an item before the Board. The agenda and supporting materials will contain matters to be considered and shall be distributed to Board members prior to the Board meeting in sufficient time to allow the members to consider the issues carefully. A notation of “provided for informational purposes only” will be included on all agendas. Agendas shall also be made available to others upon request to the Board clerk.

Posting of Agenda

Agendas for regular Board of Education meetings shall be made available to the public **on-line** and in the Superintendent’s Office and shall be filed with the Town Clerk, 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 hour notice.

- (cf. [1120](#) Public Participation at Board Meetings)
- (cf. 1331 Smoke Free Environment)
- (cf. [9121](#) Board Officers)
- (cf. [9321](#) Time, Place, Notification for Meetings)
- (cf. [9324](#) Meeting Conduct & Parliamentary Procedures)
- (cf. 9325.1 Quorum)
- (cf. [9325.2](#) Order of Business)
- (cf. 9326 Minutes)

Legal Reference: Connecticut General Statutes

[1-225](#) Meetings of Government Agencies to be Public. Recording of Votes. Schedule and Agenda of Meetings to be Fixed. Notice of Special Meetings. Executive Sessions.
(subsection (a) re Agenda)

Bylaw adopted by the Board: ~~October 17, 2011~~

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut