

## Bylaws of the Board

### Vote Recording

The votes of any regular, special or emergency session meeting shall be made available to the public for inspection within 48 hours after each meeting, excluding any Saturday, Sunday or legal holiday. ~~The votes of each member of the Board upon any issue before any regular, special or emergency session meeting of the Board shall be reduced to writing and made available for public inspection within 48 hours, (excluding any Saturday, Sunday or legal holiday for votes or minutes of special and emergency special meetings).~~ The votes and shall also be recorded in the minutes of the session, during which the vote was taken at which taken, which minutes shall and be available for public inspection as noted below.

### Minutes

The Recording Secretary of the Board of Education shall keep minutes of all meetings of the Board. Copies of the proceedings shall be ~~made for distribution~~ distributed to the Board members with the agenda for the next regular meeting. The official agenda and minutes of the Board of Education meetings and the master copy of the policy manual shall be kept in the central office. Minutes shall be made available to the public for inspection within seven days after each meeting. The votes or minutes of a special meeting shall be made available to the public for inspection within seven days after each such meeting, excluding any Saturday, Sunday or legal holiday. The minutes of any emergency special meeting shall specify the nature of the emergency and shall be available within 72 hours of the meeting.

Legal Reference: Connecticut General Statutes

1-225 (formerly 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 (as amended by P.A. 99-71: An Act Clarifying Certain Time Periods in the Freedom of Information Act Eliminating Outdated and Unnecessary Freedom of Information Provisions.)

Bylaw adopted by the Board: May 16, 2002  
Bylaw revised: May 3, 2007

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut