

## 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~~ have access to 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~~ **may** 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 no later than three hours before the scheduled start of the meeting.** ~~but not later than 4:00 p.m.~~ The Superintendent will ~~request local radio stations to~~ announce the cancellation **on social media** 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

