

#9325.43

Time, Place and Notice of Meetings
(Formerly Attendance at Meetings via Electronic Communications)

1. Regular Meetings

A. The Madison Board of Education (the “Board”) shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.

B. In compliance with the Connecticut General Statutes, ~~the Chairperson [or Secretary]~~ Board of Education Clerk shall file this calendar with the Town Clerk, and post this calendar on the Board’s Internet web site, if available, ~~by November 30 [or other date falling on or before January 31]~~ 30 days prior to the first Board meeting in January.

~~C. —~~ Normally the Board shall schedule regular meetings two times each month with the exception of July, August, December and February. ~~on the _____ of each month of the year except _____, when the Board shall schedule no regular meetings.~~

~~D. —~~

E.C. If at any point in the meeting the Board 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.

F.D. If, in accordance with applicable law, the Board conducts a regular meeting by means of electronic equipment, the Board shall provide, at least forty-eight (48) hours before the meeting, direct notification in writing or by electronic transmission to each member of the Board and

33 post a notice that the Board intends to conduct the meeting solely or in part
34 by means of electronic equipment in the Administrative Offices of the
35 Board, in the office of the Town Clerk, and on the Board's Internet web
36 site. Such notice shall include instructions for the public to attend and
37 provide comment or otherwise participate in the meeting, by means of
38 electronic equipment or in person, as applicable and permitted by law.

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40 2. Special Meetings

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42 A. Special meetings may be held when determined by the Board, when so
43 called by the Chairperson, or within fourteen (14) days upon written
44 request of three members of the Board.

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46 B. No special meeting shall be held unless a notice stating the time, place and
47 purpose of the meeting has been given to each member and to the Town
48 Clerk, and has been posted on the Board's Internet web site, if available,
49 twenty-four (24) hours before the time stated for the meeting to convene.

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51 1. If, in accordance with applicable law, the Board holds a special
52 meeting conducted solely or in part by means of electronic
53 equipment, notice of such meeting shall include whether the
54 meeting will be conducted solely or in part by means of electronic
55 equipment. If such meeting is to be conducted by means of
56 electronic equipment, such notice shall include instructions for the
57 public, by means of electronic equipment or in person, to attend
58 and provide comment or otherwise participate in the meeting, as
59 applicable and permitted by law.

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61 C. When a majority of the members agree that an emergency exists which has
62 made a regular notice impossible, such a meeting may be called at a time
63 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 Clerk [Regional School District Option: with the Town Clerk of each municipal member of the school district] no later than seventy-two (72) hours following the holding of such a meeting.

3. Meeting Time and Place

~~A. All regular meetings of the Board shall begin at 7:30 p.m. or as soon thereafter as a quorum is present, and shall adjourn no later than _____ 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 _____, unless otherwise ordered by the Board.~~

~~B.A.~~

B.B. Special Meetings (non-emergency) of the Board shall be held at a time and place to be determined and announced in advance of meeting.

Legal References:

Connecticut General Statutes

Public Act 22-3, "An Act Concerning Remote Meetings Under the Freedom of Information Act."

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| 1-225 | Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions |
| 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 |

First Reading: December 13, 2022

Second Reading: January 24, 2023