



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education Policy Committee

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: January 28, 2022

RE: Proposed Revision of Policy 9110, "Number of Members, Terms of Office, Election of Members," & Policy 9321, "Time, Place and Notification of Meetings"

Please find attached a proposed revision of Policies 9110 & 9321 based primarily on Connecticut Public Act 21-2, which has moved municipal elections to November rather than May. In addition, duplicative language in the two policies has been consolidated so that it occurs in only one policy. The proposed changes are represented in red.

Bylaws of the Board

Number of Members, Terms of Office, Election of Members

The Board of Education shall consist of nine members. Their terms of office shall be four years in length in accordance with the Woodbridge Town Charter and any other governing laws. Before entering upon their official duties, members of the Board of Education shall take the oath of office before the Town Clerk or their designee.

No more than five nor less than four members of the Board of Education shall be elected to each serve for a four-year term at each regular Town election.

The Board of Education shall conduct its organizational meeting at its first meeting in November or December following Board elections. The Board of Education shall elect from its members at the organizational meeting, a Chairperson, a Vice-Chairperson and a Secretary. The organizational meeting shall be called to order by the current Board Chairperson who will preside until a Chairperson is elected. In the absence of the Chairperson, the Vice-Chairperson or Secretary in that order shall preside until a new Chairperson is elected. Election of officers shall be in writing and the vote of each member shall be made available for public inspection within forty-eight hours and recorded in the minutes of the meeting. If a Chairperson and/or Secretary are not chosen within one month, because of a tie vote of the members, Town Selectmen shall choose such officers from the Board membership.

Upon his/her election the Chairperson shall assume the chair and proceed with the election of the Board Vice Chairperson and Secretary.

If the office of Chairperson, Vice Chairperson or Secretary becomes vacant between organizational meetings, the Board shall, within 30 days thereafter, fill the vacancy for the unexpired term by a majority vote of the members of the Board present, at a meeting warned for that purpose.

(cf. [9321](#) – Time, Place, Notification of Meetings)

Legal Reference: Connecticut General Statutes

[10-218](#) Officers. Meetings

Charter of the Town of Woodbridge Section 8-15(a)(b)

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Time, Place and Notification of Meetings

Organizational Meeting

~~The Board of Education shall conduct its organizational meeting at its first meeting in July following Board elections, and at this meeting Board officers shall be elected—Chairperson, Vice-Chairperson and Secretary. The organizational meeting shall be called to order by the current Chairperson who will preside until his/her successor is chosen by a majority vote of the Board. In the absence of the Chairperson, the Vice-Chairperson or Secretary in that order shall preside until a new Chairperson is elected.~~

~~Election of officers shall be in writing and the vote of each member shall be made available for public inspection within forty-eight hours and recorded in the minutes of the meeting. If a Chairperson, and/or Secretary are not chosen within one month, Town Selectmen shall choose such officers from the Board membership.~~

~~Upon his/her election the Chairperson shall assume the chair and proceed with the election of the Board Vice Chairperson and Secretary.~~

~~If the office of Chairperson, Vice-Chairperson or Secretary becomes vacant between organizational meetings, the Board shall, within 30 days thereafter, fill the vacancy for the unexpired term by a majority vote of the members of the Board present, at a meeting warned for that purpose.~~

Regular Meetings

There shall be a regular meeting of the Board each month unless canceled by special action of the Board. The Woodbridge Board of Education shall file with the Woodbridge Town Clerk, not later than January 31st of each year, the schedule of the regular meetings of the Board of Education, for that year. No regular meeting shall be held sooner than thirty (30) days after such filing. The schedule will include the date, time, and location of each meeting.

All regular meetings shall be open to the public and the press. Changes of regular meetings from normal dates shall be filed with the Town Clerk and publicized in accordance with requirements of the Freedom of Information Commission. Only items on the regular meeting agenda may be taken up by the Board unless a two-thirds vote of the Board approves additions to a regular meeting agenda.

Special Meetings

Special meetings may be called by the Chair or acting Chair whenever he/she deems it necessary and must call a special meeting when requested to do so by three members of the Board.

Notice of each special meeting of the Woodbridge Board of Education shall be given at least twenty-four hours in advance of the meeting by filing a notice of the time, place and business to be conducted in the Office of the Town Clerk; however, in case of emergency, any such special meeting may be held without complying with the foregoing requirement for the filing of notice, but a copy of the minutes of any such special meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting. No other business shall be considered by the Board at that special meeting. In addition, such written notice delivered to the Town Clerk less than 24 hours in advance of the meeting must also be delivered to the residence of each Board member, unless at, or prior to, the time the special meeting convenes a Board member files with the Town Clerk or Clerk of the Board of Education a written waiver of such notice.

In determining the time within which or by when a notice is required to be given, made available, posted or filed, Saturdays, Sundays, legal holidays, and any other day when the Town Clerk's office is closed shall be excluded.

(cf. 1331 - Smoke Free Environment)

(cf. [9121](#) - Board of Education Officers)

(cf. [9323](#) - Agenda Construction)

(cf. [9325](#) - Meeting Conduct & Parliamentary Procedures)

(cf. 9325.1 - Quorum)

(cf. [9325.2](#) - Order of Business)

(cf. 9326 - Minutes)

Legal Reference: Connecticut General Statutes

[1-200](#) (2) Definitions. "Meeting"

[1-206](#) Denial of access to public records or meetings.

[1-225](#) Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3

[1-227](#) Mailing of notice of meetings to persons filing written request.

[1-228](#) Adjournment of meetings. Notice.

[1-229](#) Continued hearings. Notice.

[1-230](#) Regular meetings to be held pursuant to regulation, ordinance or resolution.

[10-218](#) Officers. Meetings

Bylaw adopted by the Board: October 17, 2011