

## Bylaws of the Board

### Record of Meetings/Minutes

The New Fairfield Board of Education encourages citizen attendance at its meetings and will make the minutes of such meetings available to interested persons, as called for by State statutes.

Meetings of the New Fairfield Board of Education, except executive sessions as defined in subsection (e) of section 1-18a of the Connecticut General Statutes, shall be open to the public. The Secretary of the Board of Education shall keep minutes of all meetings of the Board. Copies of the proceeding shall be made for distribution to the Board members with the agenda for the next regular meeting. The official minutes of the Board of Education meetings and the master copy of the policy manual shall be maintained in the Superintendent's office. Minutes shall be made available to the public for inspection within seven days after each meeting.

Motions or resolutions shall be recorded as having passed or failed, and individual votes will be recorded. All motions and resolutions shall be numbered for each fiscal year beginning July 1.

In the event of an **emergency**, a special meeting may be held without the requirement of twenty-four hours notice, but a copy of the minutes of every such emergency 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 seventy-two hours following the holding of such meeting.

Every effort shall be made to provide, in a timely manner, access to or copies of minutes of public meetings by persons requesting such access or copies. If audio recordings were made of a public meeting, they shall also be made available in a timely manner for inspection or copying when requested by a person. A request to inspect or copy a public record shall be complied with as soon as possible, but in no event longer than four business days.

Legal Reference: Connecticut General Statutes

10-218 Election of officers.

10-224 Duties of the secretary.

1-225 Meetings of government agencies to be public. Recording of votes.

Bylaw adopted by the Board: June 23, 1999  
Bylaw readopted: May 3, 2007

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut