

Time, Place and Notice of Meetings

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].

~~C. Normally the Board shall schedule regular meetings two times each month with the exception of 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 post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment in the Administrative Offices of the

33 Board, in the office of the Town Clerk, and on the Board’s Internet web
34 site. Such notice shall include instructions for the public to attend and
35 provide comment or otherwise participate in the meeting, by means of
36 electronic equipment or in person, as applicable and permitted by law.

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38 2. Special Meetings

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

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

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

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59 C. When a majority of the members agree that an emergency exists which has
60 made a regular notice impossible, such a meeting may be called at a time
61 or place which may be most convenient. In case of such emergency
62 meeting, a copy of the minutes setting forth the nature of the emergency
63 and the proceedings occurring at such meeting shall be filed with the

64 Town Clerk [Regional School District Option: with the Town Clerk of
65 each municipal member of the school district] no later than seventy-two
66 (72) hours following the holding of such a meeting.

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68 3. Meeting Time and Place

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70 A. All regular meetings of the Board shall begin at 7:30 p.m. or as soon
71 thereafter as a quorum is present and shall adjourn no later than
72 _____ unless extended to a time certain by a two-thirds vote of the
73 Board members present. All regular meetings of the Board shall be held in
74 _____, unless otherwise ordered by the Board.

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

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80 Legal References:

81 Connecticut General Statutes

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

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86 1-225 Meetings of government agencies to be public. Recording of votes.
87 Schedule and agenda of certain meetings to be filed and posted on web
88 sites. Notice of special meetings. Executive sessions

89 1-228 Adjournment of meetings. Notice

90 1-229 Continued hearings. Notice

91 1-230 Regular meetings to be held pursuant to regulation,
92 ordinance or resolution

93 7-3 Warning of town and other meetings

94 7-4 Record of warning

95 10-218 Officers. Meetings

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