

## Bylaws of the Board

### Agenda Construction/Meeting Materials

The Superintendent of Schools shall prepare all agendas and supportive materials for meetings of the Board. In doing so, the Superintendent shall consult with the Board Chairperson and appropriate members of the administrative staff and as necessary with the Board Secretary. Any Board member who wishes to have an item included on the agenda should notify the Superintendent in sufficient time for the Superintendent to review the request with the Board Chairperson for his or her decision on agenda placement. The agenda shall provide time for members of the public who wish to speak briefly on an item before the Board.

The agenda and supporting materials shall be distributed electronically to Board members 7 days prior to the Board meeting ~~in sufficient time~~ to allow the members to consider the issues carefully. If any pressing business needs to be put forth, it will be added on the agenda at the discretion of the Superintendent of Schools or Board Chairman. Board members seeking inclusion of agenda items are also encouraged to provide supportive and explanatory material. Agenda and supporting materials will be distributed electronically in such cases where item or items of interest is requested to be added to the agenda.

Agendas shall also be made available to the press, representatives of the community, staff, town agency representatives, school administrators, and to others upon request. Agendas for regular Board of Education meetings shall be available to the public in the Superintendent of School's office, and shall be filed with the Town Clerk, not less than 24 hours in advance of the meeting time. The same requirements shall be met for special meetings of the Board unless called in an emergency with less than 24 hours notice.

- (cf. 1120 - Public Participation at Board Meetings)
- (cf. 1331 - Smoke Free Environment)
- (cf.9121 - Board Officers)
- (cf. 9321 - Time, Place, and Notification for Meetings)
- (cf. 9324 - Meeting Conduct & Parliamentary Procedure)
- (cf. 9325.1 - Quorum)
- (cf. 9325.2 - Order of Business)
- (cf. 9326 - Minutes)

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public. Recording of votes.  
Schedule and agenda of meetings to be filed. Notice of special meetings.  
Executive sessions. (subsection (a) re agenda)

