

Bylaws of the Board

Time, Place and Notification of Meetings

Board Organizational Meeting

The Board of Education shall conduct its annual organizational meeting at its first meeting in December. At this meeting the election of the Board officers shall be held.

The Superintendent shall establish that a quorum is present, call the meeting to order, and preside until a Chairperson is elected.

Nominations shall be made by Board members. Election to office shall require a majority vote of Board members present. Should no candidate receive a majority vote, the election shall be called null and void, and nominations reopened.

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

If the office of Chairperson or Secretary becomes vacant between organizational meetings, the vacancy shall be filled by a majority vote of the members of the Board present at a meeting posted for that purpose until the organizational meeting.

Regular Board Meetings

There shall be a regular meeting of the Board each month unless cancelled by special action of the Board. At its regular November meeting the Board of Education shall set the schedule of regular meetings for the subsequent calendar year, such schedule to be filed with the Town Clerk no later than 30 days prior to the first scheduled meeting of the following January. The schedule will include the date, time, and location of each meeting. Regular meetings of the Board of Education, shall conclude by ten o'clock p.m. unless a majority of the Board members present, vote to continue past that hour.

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.

Special Board Meetings

The Chairperson of the Board may call a special meeting whenever he/she deems it necessary and must call a special meeting when requested to do so by three members of the Board. The Secretary shall in the absence of the Chairperson, or in his or her inability to act, have the powers of the Chairperson to call special meetings as outlined herein.

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Special Board Meetings (continued)

Special meetings of the Board of Education, excluding those scheduled for the conduct of a hearing, shall conclude by ten o'clock p.m. unless a majority of the Board members present, vote to continue past that hour.

All special meetings shall be called in conformance with the following statutory provisions:

“Notice of any special meeting of any such body shall be given at least 24 hours prior to the time of such meeting by filing a notice of the time and place of such meeting in the office of the town clerk; provided, 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 ...clerk ...not later than 72 hours following the holding of such meeting. Only business related to the call of meeting shall be discussed or transacted by the Board at a special meeting.”

(cf. 9325 - Meeting Conduct)

Legal Reference: Connecticut General Statutes

1-200 Definitions. (“Public Agency”)

1-206 Denial of access to public records or meetings.

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.

1-227 Mailing of notice of meeting 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: January 2, 2003

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut