

Bylaws of the Board Time, Place and Notification of Meetings

Regular Meetings

The Ledyard Board of Education shall file with the Town Clerk, not later than January 31st of each year, the schedule of the regular meetings of the Board of Education. No meeting shall be held sooner than thirty days after such filing.

Special Meetings

Special meetings shall be called by the Chairperson upon a written request of one-half of the members or whenever deemed necessary by the Chairperson. If Board leadership is unwilling or unable to call said special meeting, the quorum will have the authority to call said Special Meeting with appropriate notice and appoint an acting Chair to preside.

The notice shall be posted in the office of the Town Clerk giving the time and place of the special meeting and the business to be transacted. No other business shall be considered by the Board at that special meeting. Notice of all special meetings shall be given to all members of the Board at least 24 hours previous to the time stated for the meetings to convene. Said notice shall indicate the purpose of such special meeting.

Each member of the Board of Education shall be notified by the Superintendent or his/her assistant not less than 24 hours prior to the time of the special meeting and shall be advised of the time, place and business to be transacted, although any Board member may waive the 24- hour notification by a written waiver of notice.

Electronic Participation

The Board of Education allows electronic participation whenever there is communication by or to a quorum of the Board, whether the communication is in person or by means of electronic equipment. Meetings in which some Board members participate electronically are subject to the requirements of the Freedom of Information Act (Title I, Chapter 14 of the Connecticut State Statutes).

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

When a Board member participates electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Board Secretary will document it in the minutes when members participate in the meeting electronically.

Any Board member wishing to participate in a meeting electronically will notify the Board Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. Each part of the telephone conference call meeting shall be audible to the public at the location specified in the notice for the meeting. The location designated in the notice as the location of the meeting shall provide two-way communication during the entire telephone conference call and the identification of each party to the telephone conference call shall be clearly stated prior to the meeting. The Superintendent will take measures to verify the identity of any remotely located participants.

Notice of Meetings

Notice of meetings will be mailed to persons filing a written request renewable in January of each year. The Board of Education will charge a fee for these notices based upon cost of the service, as provided by law.

Related Bylaw: 9327 – Electronic Mail Communications

Legal References: Connecticut General Statutes

1-200. Definitions.

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 meetings to persons filing written request. Fees.

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: November 2, 1994

Revised: February 15, 2017

LEDYARD PUBLIC SCHOOLS

Ledyard, Connecticut