

**AGENDAS AND NOTICES FOR BOARD OF EDUCATION MEETINGS**

This bylaw applies to all regular and special meetings of the Ledyard Board of Education and to the meetings of each of its established committees.

**Construction of the Agenda for Regularly Scheduled Meetings**

The Superintendent, in cooperation with the Board Chairperson or the chair of a Board committee, as appropriate, shall prepare an agenda for each regularly scheduled meeting. Each agenda shall specify the time and place for the meeting and the business to be transacted in accordance with this bylaw.

Board members desiring to have an item placed on a meeting agenda must make such request to the Superintendent and the Board Chairperson or committee chair, as appropriate, at least 96 hours prior to the scheduled meeting time. The Board Chairperson or committee chair is not obligated to add a requested agenda item. If the Board Chairperson or committee chair decides not to add the requested agenda item, then he or she shall inform the Board member of the reason for such action.

**Order of Business for Regular Board Meetings**

The agenda for a regularly scheduled Board meeting shall normally include the following items, which may be reordered at the Board Chairperson's discretion when constructing the agenda:

1. Call to Order
2. Pledge of Allegiance
3. Requests from Citizens
4. Town Council Liaison Comments
5. Report of Superintendent of Schools
6. Board of Education Members' Comments
7. Committee and Liaison Reports
8. Business Manager's Report
9. Approval of Minutes
10. Communications and Correspondence
11. Information Items
12. Unfinished Business
13. New Business
14. Adjournment

**Order of Business for Board Committee Meetings**

The agenda for a regularly scheduled Board committee meeting shall normally include the following items, which may be reordered at the committee chair's discretion when constructing the agenda:

1. Call to Order
2. Requests from Citizens
3. Approval of Minutes
4. Business Items
5. Adjournment

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**Posting of Regular Meeting Agendas**

The agenda for a regular meeting of the Board or one of its committees shall be available to the public and shall be filed, not less than twenty-four (24) hours prior to the meeting time, in the Central Office, each school building, and the Ledyard Town Clerk's office. The meeting agenda shall also be posted on the Board's Internet website.

**Notice of and Posting Requirements for Special Meetings**

The notice for a special meeting of the Board or one of its committees shall only include: (1) the time and place for the special meeting; and (2) the specific business item(s) to be transacted. The agenda for a special meeting cannot be changed at the meeting, and only the specific business item(s) listed on the notice may be acted upon during a special meeting.

The notice for a special meeting of the Board or one of its committees shall be posted, not less than twenty-four (24) hours before the meeting to which such notice refers, on the Board's Internet web site, at the Central Office and in the Ledyard Town Clerk's office.

The notice of any special meeting of the Board or one of its committees shall be e-mailed to all Board members and to other committee members, as appropriate. Additionally, a written notice of the special meeting shall be delivered to the usual place of abode of each Board member or committee member, as appropriate, so that the notice is received at least twelve (12) hours prior to the time of the special meeting. The requirement of delivery of such written notice may be dispensed with for any Board or committee member who files with the Superintendent a written waiver of delivery of such notice.

**Determination of Time for Posting Agendas and Meeting Notices**

The agenda for a regular meeting or the notice for special meeting of the Board or one of its committees must be posted not less than twenty-four (24) hours prior to the time of the meeting. In determining the time within which to comply with this requirement, Saturdays, Sundays, legal holidays and any day on which the Board of Education Central Office or the Ledyard Town Clerk's Office is closed shall be excluded.

**Mailing Notices of Meetings**

The Superintendent shall give notice by mail of each regular meeting of the Board at least one week prior to the date set for the meeting to any person who has filed a written request for such notice with the Central Office. The notice for any special meeting of the Board shall also be mailed provided that the notice is posted at least seven (7) days in advance of the special meeting. No mailings shall be sent for special meetings called with less than seven days advance notice. Any request for notice filed pursuant to this bylaw shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for meeting notices shall be filed within thirty (30) days after January first of each year. The Superintendent shall collect a fee of \$2.00 for each mailing conducted pursuant to this bylaw to cover the cost of providing such service.

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**Legal References:**

Connecticut General Statutes:

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

Sec. 1-227. Mailing of notice of meetings to persons filing written request. Fees.

Bylaw adopted: November 2, 1994

Bylaw completely revised: December 4, 2013

Reviewed: November 13, 2016