

Bylaws of the Board

MEETING MINUTES

Complete and accurate minutes shall be maintained for all meetings of the Ledyard Board of Education.

The minutes for each meeting will include the following as a minimum:

1. The date, place and type of meeting (regular, special, adjourned or emergency);
2. Board members present by name;
3. For committee meetings, the names of all committee members present;
4. Notation of other school staff present, including the Superintendent;
5. The call to order, identification of the person presiding including his/her office and the opening ceremony;
6. The late arrival and early departure of members by name;
7. Approval or amended approval of the minutes of preceding meetings;
8. A recorded summary of public comments made at the meeting;
9. A recorded summary of all business identified in the agenda as well as any item Appropriately placed on the agenda in accordance with state law and these bylaws;
10. The exact wording of each motion, the names of the individuals making and Seconding themotion, and the disposition of the motion including the vote of each Board member present (the minutes will specify by name those Board members who voted against the motion or abstained); and
11. The time of adjournment.

The Secretary of the Board is responsible for maintaining the minutes for meetings of the entire Board. In his/her absence, the minutes will be maintained by the Board member presiding over the meeting. For committee meetings, the committee chairperson is responsible for maintaining the minutes.

A draft copy of the meeting minutes will be posted at the Central Office for public viewing within 7 days after the meeting was adjourned (excluding weekends, legal holidays and any other day for which the Central Office is closed). The exception is for votes to be posted within 48 hours as required by Section 1-225 of the Freedom of Information. The draft copy of the meeting minutes will also be posted on the District website within seven days after the meeting.

The draft minutes will be included on the agenda for approval at the next Board or committee meeting. The approved minutes will be retained at the Central Office as a permanent record of the Board's activities and will be posted on the District website.

References:

Connecticut General Statutes:

Chapter 3 - Public Records; General Provisions 1-200. Definitions.

1-210. Access to public records. Exempt records.

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.

10-218. Officers. Meetings.

10-224. Duties of the secretary

Bylaw adopted: November 2, 1994
Revised: August 15, 2012
Revised: March 16, 2016

LEDYARD PUBLIC SCHOOLS
Ledyard, Connecticut