

CONSTRUCTION AND POSTING OF AGENDA

I. Construction of Agenda

- A. The Superintendent in cooperation with the Chairperson of the Board of Education (the “Board”) shall prepare an agenda for each meeting of the Board.
- B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda.
- C. If at least three Board members request in writing of an additional agenda item be placed on the Board’s agenda, it will either be placed on the agenda, or a special meeting of the Board will be scheduled within fourteen (14) days of the written request.

II. Posting of Agenda

- A. At least twenty-four (24) hours prior to the time of the regular [or special] meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board.
- B. An agenda will be posted with the Town Clerk’s Office, the Board’s Administrative Offices, and on the Board’s Internet web site, if applicable.
- C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.
- D. If, in accordance with applicable law, the Board holds a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting, the agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting by means of electronic equipment or in person, as applicable and permitted by law. Any such agenda shall be posted in accordance with the provisions of Connecticut General Statutes Section 1-225.

Legal Reference:

Connecticut General Statutes

Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

- 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