

## **INTERNAL BOARD OPERATIONS**

# 9321(a)

### **TIME, PLACE, NOTIFICATION OF MEETINGS**

#### **Regular Meetings**

The Board of Education shall file with the Town Clerk not later than December 1 of each year the schedule of the regular meetings of the Board of Education for the ensuing year.

#### **Special Meetings**

The Chairman 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 Vice Chair or 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.

Notice of special meetings of the Board of Education shall be given at least 24 hours prior to the meeting by filing a notice of the time and place and the business to be conducted in the office of the Town Clerk; however, in case of emergency, any 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 Town Clerk not later than 72 hours following the holding of such meeting. In addition, such written notice delivered to the Town Clerk less than 24 hours in advance of the meeting must also be delivered to the residence of each Board member, unless at, or prior to, the time the special meeting convenes a Board member files with the Town Clerk or Secretary of the Board of Education a written waiver of such notice. The special meeting shall also be posted on the District's Internet website.

In determining the time within which or by when a notice is required to be given, made available, posted or filed, Saturdays, Sundays, legal holidays, and any other day when the Town Clerk's office is closed shall be excluded.

Only business identified on the call of a special meeting shall be discussed or transacted by the Board at such special meeting.

In the posting of such meetings of the Board of Education, it shall be the practice to announce, when appropriate, possible executive session with the proper reason stated.

Legal Reference:      Conn. Gen. Stat. § 1-200 (2) Definitions.  
                              Conn. Gen. Stat. § 1-206 Denial of access to public records or meetings.  
                              Conn. Gen. Stat. § 1-225 Meetings of government agencies to be public.  
  Recording of votes. Schedule of meetings to be filed. Notice of  
  special meetings. Executive session exempt.  
                              Conn. Gen. Stat. § 1-227 Mailing of notice of meetings to persons filing  
  written request.  
                              Conn. Gen. Stat. § 1-228 Adjournment of meetings. Notice.

**INTERNAL BOARD OPERATIONS**

**# 9321(b)**

Legal Reference: Continued

Conn. Gen. Stat. § 1-229 Continued hearings. Notice.

Conn. Gen. Stat. § 1-230 Regular meetings to be held pursuant to regulation,  
ordinance or resolution.

Conn. Gen. Stat. § 10-218 Officers. Meetings.

Litchfield Board of Education

Bylaw Adopted: 12/6/1983

Bylaw Revised: 5/11/1999, 3/17/2010, 12/5/2018