

## **Board Bylaws**

### **Time, Place and Notification of Meetings**

#### **1. Regular Meetings**

- A. The Stafford Board of Education (the “Board”) shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.
- B. In compliance with the Connecticut General Statutes, the Chairperson shall cause the calendar of regular meetings to be filed with the Town Clerk and shall cause the posting of this calendar on the Board’s Internet website, if available, by November 30.
- C. Normally the Board shall schedule regular meetings on at least one Monday of each month of the year.
- D. If at any point in the meeting the Board does not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.
- E. If, in accordance with applicable law, the Board conducts a regular meeting by means of electronic equipment, the Board shall provide, at least forty-eight (48) hours before the meeting, direct notification in writing or by electronic transmission to each member of the Board and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment in the Administrative Offices of the Board, in the office of the Town Clerk and on the Board’s Internet website. Such notice 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.

#### **2. Special Meetings**

- A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or within fourteen (14) days upon written request of three members of the Board.
- B. No special meeting shall be held unless a notice stating the time, place, and purpose of the meeting has been given to each member and to the Town Clerk, and has been posted on the Board’s Internet website, if available, twenty-four (24) hours before the time stated for the meeting to convene.

1. If, in accordance with applicable law, the Board holds a special meeting conducted solely or in part by means of electronic equipment, notice of such meeting shall include whether the meeting will be conducted solely or in part by means of electronic equipment. If such meeting is to be conducted by means of electronic equipment, such notice shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.
  - C. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such a meeting.
3. Meeting Time and Place
- A. All regular meetings of the Board shall begin at 6:30 p.m., or as soon thereafter as a quorum is present and shall adjourn no later than 10:30 p.m., unless extended to a certain time by a two-thirds vote of the Board members present. All regular meetings of the Board shall be held in the Stafford Elementary School Cafetorium, unless otherwise ordered by the Board.
  - B. Special Meetings (non-emergency) of the Board shall be held at a time and place to be determined and announced in advance of the meeting.

Legal Reference:

Connecticut General Statutes

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

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| 1-225  | Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on websites. Notice of special meetings. Executive sessions |
| 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: June 15, 2009  
Bylaw revised: February 6, 2023

STAFFORD PUBLIC SCHOOLS  
Stafford Springs, Connecticut