

BYLAWS OF THE BOARD

Minutes

The Board clerk shall keep minutes of all meetings of the Board not including those in executive session. Copies of the proceeding shall be made for distribution to the Board members with the agenda for the next regular meeting. Minutes shall be made available to the public for inspection within seven days after each meeting.

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed and individual votes will be recorded.

Maintaining the Minutes

The minutes of meetings of the Board of Education shall be maintained as outlined below:

1. Content – Board of Education procedure
 - a. The date, place, and type of meeting
 - b. Members present and members absent, by name
 - c. Call to order
 - d. Arrival of tardy members by name and time
 - e. Record of written notice of special meetings

2. Content – Board of Education actions
 - a. Approval or amended approval of the minutes of preceding meetings
 - b. General summary as to each subject of the Board of Education’s deliberations
 - c. Information as to each subject including roll call of the votes on a motion if not unanimous
 - d. All Board of Education resolutions in complete context
 - e. A record of contracts approved at an authorized meeting of the Board of Education
 - f. Adoption of the annual budget
 - g. Financial reports, including collections received and deposited, and sales of any property, as presented to the Board of Education
 - h. A record of all important correspondence
 - i. A record of the Superintendent’s reports to the Board
 - j. Adoption of all policies and bylaws, and approval of regulations as required
 - k. A record of all delegations appearing before the Board
 - l. Adoption of the annual school calendar
 - m. A record of all committee reports
 - n. Minutes for approval

Legal Reference: CT General Statutes 10-218 Election of officers
10-224 Duties of the secretary
1-225 Meetings of government agencies

Bylaw Adopted: April 29, 1992

Bylaw Revised: April 25, 2001

Bylaw Revised: June 10, 2015