

## Time, Place and Notice of Meetings

1. Regular Meetings
  - A. The Board of Education shall set a calendar of regular meetings for the ensuing year at **no later than** the first regular meeting in November.
  - B. In compliance with the General Statutes of the State of Connecticut, the Superintendent of Schools, on behalf of the Board of Education shall file this calendar with the Town Clerk by November 30.
  - C. Normally the Board shall schedule regular meetings on the second and fourth Wednesday of each month of the year.
  - D. If at any point in the meeting the Board of Education should not retain a quorum, then the Chairperson of the Board may 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. Pending minutes of regular board meetings will be posted on the school district website within 48 hours of the meeting.
2. Special Meetings
  - A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or 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, twenty-four (24) hours before the time stated for the meeting to convene.
  - 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 7:30 p.m. or as soon thereafter as a quorum is present and shall adjourn no later than 10:00 p.m. unless extended by a two-thirds vote of the Board members present. All regular meetings of the Board shall be held in Council Chambers of the Hicks Municipal Building, unless otherwise ordered by the Board.
- B. Special Meetings (non-emergency) - time and place to be determined and announced in advance of meeting.

Legal References:

Connecticut General Statutes

- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule of agenda of meetings to be filed. Notice of special meetings Executive session.
  - 1-228 Adjournment of meetings. Notice.
  - 1-229 Continued hearings. Notice.
  - 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
  - 7-3 Warning of Town and other meetings.
  - 7-4 Record of warning.
  - 10-218 Officers. Meetings.
- P.A. 08-3 Special Session (June 11) – Comprehensive Ethics Reform

Approved: 10/9/02  
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