

Lisbon School District

15 Newent Road
Lisbon, CT 06351

9321

Bylaws of the Board

Time, Place, Notification of Meetings

Organizational Meeting. The board of education shall conduct its organizational meeting at its first meeting of the new board following board elections and at this meeting board officers shall be elected – chairperson, vice-chairperson, secretary and subcommittees. The organizational meeting shall be called to order by the current chairperson who will preside until his/her successor is chosen by a majority vote of the board. In the absence of the chairperson, the vice-chairperson, or secretary in that order shall preside until a new chairperson is elected.

Election of officers shall be in writing and the vote of each member shall be made available for public inspection within forty-eight hours and recorded in the minutes of the meeting. If a chairperson and/or secretary are not chosen within one month, the selectmen shall choose such officers from the board membership.

Upon his/her election the chairperson shall assume the chair and proceed with the election of the board vice chairperson and secretary.

If the office of chairperson, vice chairperson or secretary becomes vacant between organizational meetings, the vacancy shall be filled by a majority of the members of the board present, at a meeting warned for that purpose, until the subsequent organizational meeting.

Regular Board Meetings. There shall be a regular meeting of the board each month unless cancelled by special action of the board. At its regular October meeting, the board of education shall set the schedule of regular meetings for the subsequent calendar year; such schedule to be filed with the town clerk no later than 30 days prior to the first scheduled meeting of the following January. The schedule will include the date, time, and location of each meeting.

All regular meetings shall be open to the public and the press. Changes of regular meetings from normal dates shall be filed with the town clerk and publicized in accordance with requirements of the Freedom of Information Commission. Only items on the regular meeting agenda may be taken up by the board unless a two-thirds vote of the board approves additions to a regular meeting agenda.

Special Board Meetings. The chairperson 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 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 such 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

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Bylaws of the Board

Time, Place, Notification of Meetings (continued)

be filed with the town clerk and posted to the District website 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.

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.

Legal Reference:

Connecticut General Statutes

[1-200](#) (2) Definitions. "Meeting"

[1-206](#) Denial of access to public records or meetings.

[1-225](#) Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3

[1-227](#) Mailing of notice of meetings to persons filing written request.

[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: 09/15/08 Lisbon Board of Education

Legal Reference Update: 7/16/2020 Lisbon Board of Education (statutory update, no vote taken)