

# Lisbon School District

15 Newent Road  
Lisbon, CT 06351

9323

## Bylaws of the Board

### Agenda Construction / Meeting Materials

The superintendent of schools shall prepare all agendas and supportive materials for meetings of the board. In doing so, the superintendent shall consult with board chairperson and appropriate members of the administrative staff and as necessary with the board secretary. Any board member and/or superintendent who wishes to have an item included on the agenda should notify the superintendent within ten days of the meeting for the superintendent to review the request with board chairperson for his or her decision on agenda placement. The agenda shall provide time for members of the public who wish to speak briefly on an item before the board.

The agenda and supporting materials shall be distributed to board members prior to the board meeting in sufficient time to allow the members to consider the issues carefully. Board members seeking inclusion of agenda items are also encouraged to provide supportive and explanatory material.

Agendas shall also be made available to the press, representatives of the community, staff, town agency representatives, school administrators, and to others upon request in accordance with Bylaw 9422. Agendas for regular board of education meetings shall be available to the public in the superintendent of school's office, and shall be filed with the town clerk and posted to the District website not less than 24 hours in advance of the meeting time. The same requirements shall be met for special meetings of the board unless called in an emergency with less than 24 hours notice.

Legal Reference: Connecticut General Statutes

[1](#)-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. (subsection (a) re agenda), (as amended by June 11 Special Session, PA 08-3)

Bylaw adopted: 09/15/08 Lisbon Board of Education

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

**Lisbon Board of Education**