

# 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.

(cf. 1120 Public Participation at Board Meetings)  
(cf. 1331 Smoke Free Environment)  
(cf. 9121 Board Officers)  
(cf. 9321 Time, Place, Notification for Meetings)  
(cf. 9324 Meeting conduct & Parliamentary Procedures)  
(cf. 9325 Quorum)  
(cf. 9326 Order of Business)  
(cf. 9327 Minutes)

Legal Reference: Connecticut General Statutes

1-21 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)

Bylaw adopted: 09/15/08

**Lisbon Board of Education**