

## TIME, PLACE AND NOTICE OF MEETINGS

### 9130.

#### 1. Regular Meetings

A. The Board of Education shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.

B. In compliance with the General Statutes of the State of Connecticut, the President shall file this calendar with the City Clerk, by December 31.

C. Normally the Board shall schedule regular meetings on the first and third Tuesday of each month of the year with the exception of July and August, when the Board will only schedule one meeting.

D. If at any point in the meeting the Board of Education should not maintain a quorum, then the President of the Board will 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.

#### 2. Special Meetings

A. Special meetings may be held when determined by the Board, when so called by the President, or upon written request of three or more 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 City Clerk, and has been posted on the Board's website, if available, 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 City 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 6:00 p.m. or as soon thereafter as a quorum is present (as determined by a roll call conducted by the Clerk of the Board), and shall adjourn no later than 8:30 p.m. unless extended to a time certain by a two-thirds vote of the Board members present. All regular meetings of the Board shall be held in the office of the Board, 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 City and other meetings.

7-4 Record of warning.

10-218 Officers. Meetings.

Date Adopted: February 4, 1981