

## **Bylaws of the Board**

### **Board of Education of Meetings**

The Board of Education shall hold two kinds of meetings: regular meetings and special meetings. All meetings of the Board of Education are open to the public except for executive sessions held in accordance with statutory guidelines.

The Board of Education shall give notice by mail of any meeting, at least one week prior to the meeting, where practical, to any person who has filed a written request with the Superintendent of Schools and who has paid an appropriate fee payable to the Town of Andover. Such request shall be valid for one year from the date on which it was filed.

### **Regular Meetings**

Regular meetings of the Board of Education shall be held at the Andover Elementary School. The Board of Education shall establish annually the date for each regular meeting and file a schedule of such meetings with the Town Clerk prior to January 31. Any change in such schedule shall be provided in writing to the Town Clerk as far in advance of the original date as is practical and not later than 24 hours prior to the date of the meeting as rescheduled.

### **Special Meetings**

Special meetings of the Board of Education shall be called by the Chairperson if he/she considers it necessary or upon the request of any member of the Board of Education or the Superintendent of Schools. Notification in writing of special meetings shall be given five (5) days prior to the meeting, if possible to the members of the Board of Education, to the Town Clerk, and, except for emergencies, shall be given at least twenty-four (24) hours prior to the meeting.

Special meeting notices shall specify the time and place of the special meeting and the business to be transacted. No other business shall be transacted except that specified.

In the event of an emergency meeting with less than twenty-four (24) hours notification:

1. There shall be a written notice of the meeting delivered to each Board of Education member's home and to the Town Clerk.
2. Unapproved minutes, which adequately set forth the nature of the emergency and the proceedings of the meeting, shall be filed by the Board of Education Clerk within seventy-two (72) hours of the meeting with the Town Clerk.

## Bylaws of the Board

### Board of Education of Meetings (continued)

#### Public Meetings

All meetings of the Board of Education, regular, special, and emergency, shall be open to the public with the exception of executive sessions. A chance or social meeting, a caucus, or a discussion of strategy or negotiations with respect to collective bargaining are not defined as “meetings” under the Freedom of Information Act.

#### Executive Sessions

The public may be excluded from meetings of the Board of Education which are declared to be executive sessions. Executive sessions may be held upon a two-thirds vote of the members present and voting taken at a public meeting for only one or more of the following reasons, and may not be held for any other reason:

1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting.
2. Strategy and negotiations with respect to pending claims and litigation.
3. Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
4. Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
5. Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Subsection (b) of Section 1-210 of the Connecticut General Statutes.

Legal Reference: Connecticut General Statutes

1-206 Denial of access to public records or meetings.

1-225 Meetings of government agencies to be public.

## **Bylaws of the Board**

### **Board of Education of Meetings**

Legal Reference: Connecticut General Statutes (continued)

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