

## **Bylaws of the Board**

### **Agenda Preparation and Dissemination**

The agenda for meetings of the Board of Education shall be prepared by the Superintendent of Schools at the direction of the Chairman of the Board of Education.

Items of business may be suggested to the Chairperson of the Board of Education by an individual Board member. If the Chairperson receives a request for placement of an item on the agenda from three or more Board members, 10 days in advance of the meeting, that item should be included on the agenda. The inclusion of items by staff members, students, or citizens will be at the discretion of the Chairperson of the Board of Education. The agenda, however, always will allow suitable time for the remarks of the public who wish to speak briefly before the Board.

The Board will follow the order of business set by the agenda unless the order is altered by a majority vote of the members present. Items not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled.

#### **Distribution of Completed Agenda**

The agenda, together with supporting materials, will be available and, if possible, distributed to Board members on the Friday prior to regularly scheduled meetings.

#### **News Media and Public**

A sufficient number of copies of the agenda shall be available to persons attending each meeting.

Legal Reference: Connecticut General Statutes

1-21 Meetings of government agencies to be public