

Series 9000 - Bylaws of the Board

3. Methods of Operation

B. Meetings

(6) Minutes

The Secretary of the Board of Education shall keep minutes of all regular meetings of the Board. "Subcommittee chairpersons shall keep minutes of all meetings and shall be submitted for distribution". Copies of the proceeding shall be made for distribution to the Board members with the agenda for the next regular meeting. The official minutes of the Board of Education meetings and the master copy shall be kept in a fireproof vault. Minutes shall be made available to the public for review within seven days after each meeting.

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Individual Board member votes and abstentions will be recorded. All motions and resolutions shall be numbered for each fiscal year beginning July 1.

Maintaining the Minutes

The minutes of meetings of the Board of Education shall be maintained as outlined below:

1. Content
 - A. The date, place, and type of meeting
 - B. Members present and members absent, by name
 - C. Call to order, and opening ceremony
 - D. Arrival of tardy members by name and time
 - E. Departure of members by name before adjournment, or if absent when any agenda items are acted upon.
 - F. Record of written notice of special meetings
 - G. Record of items of business to be considered at future regular or special meetings

Legal Reference: Connecticut General Statutes
 10-218 Election of officers
 10-224 Duties of the secretary
 1-21 Meetings of government agencies

Bylaw adopted by the Board: December 2, 1997
 Bylaw revised: November 20, 2012

SUFFIELD PUBLIC SCHOOLS
 Suffield, Connecticut