

**BLOOMFIELD PUBLIC SCHOOLS**  
**Bloomfield, Connecticut**

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**BOARD POLICY**

**No. 9321(a)**

**RE: Time, Place and Notice of Meetings**  
**Bylaws**

**Adopted: 1/21/2003**

**Approved: 10/6/2015**

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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 Chairperson shall file this calendar with the Town Clerk by November 30.
  - C. Normally the Board shall schedule regular meetings on the first Tuesday of each month of the year except July and August, when the Board shall schedule no regular meetings.
  - D. If at any point in the meeting the Board of Education should not maintain a quorum, then the Chairperson 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 Chairperson, or upon written request of three 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 Town Clerk, twenty-four (24) hours before the time stated for the meeting to convene.

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- 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 Town 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 7:00 p.m. or as soon thereafter as a quorum is present and shall adjourn no later than 9:00 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 Board Room, 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 Town and other meetings.
- 7-4 Record of warning.
- 10-218 Officers. Meetings.