

## **Bylaws of the Board**

### **Agenda Construction/Advance Delivery of Meeting Materials**

The agenda shall be prepared by the Chairperson of the Board of Education in conjunction with the Superintendent of Schools and sent to the members of the Board, news media, town authorities, town libraries and other interested sources, four (4) days prior to the date of the regular meeting; if practical, three (3) days prior to special meetings.

No other business other than that included on the agenda may be transacted at any meeting except by unanimous vote of all members present. Any member of the Board of Education may place an item on the agenda of a regular meeting by notifying the Superintendent of Schools by the Wednesday preceding the Board meeting.

Any citizen wishing to be placed on the agenda at a regular Board meeting is to ask the Superintendent of Schools to bring such request to the Board of Education at the next regularly scheduled meeting for agenda consideration.

Before actions by the Board of Education are requested or recommended on an agenda item, the Board shall be provided with adequate backup information to assist the Board in reaching sound and objective decisions consistent with established goals.

Legal Reference:       Connecticut General Statutes

1-225 Meetings of government agencies to be public

Bylaw adopted by the Board:       January 13, 2003

EAST HAMPTON PUBLIC SCHOOLS  
East Hampton, Connecticut