

Bylaws of the Board

Minutes/Taping/Broadcasting

Minutes must be kept to record the votes, of each member on any issue before the Board, in addition to the record kept of the other proceedings of the meeting. The minutes must be kept available for public inspection in the same manner as other public records.

In addition to the keeping of minutes, the Board of Education must reduce to writing each member's vote upon each issue before the Board at the meeting. This written record of the members' vote must be made available for public inspection within forty-eight (48) hours of the meeting, excluding Saturday, Sunday, legal holidays and days on which the Board offices are closed.

The minutes of Board meetings should be as brief as possible, but record all action taken by the Board. The Superintendent shall review the rough draft of the minutes to ascertain that all necessary items have been included and that the draft is concise and fair.

The format and style of the minutes should follow the pattern of the agenda for the meeting. Each item of business should be numbered for easy reference.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public. Recording of votes...

10-218 Election of officers.

10-224 Duties of secretary

Bylaw adopted by the Board: January 13, 2003

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut