

## Bylaws of the Board

### Vote Recording

The votes of each member of the Board upon any issue before any regular, special or emergency session meeting of the Board shall be reduced to writing and made available for public inspection within 48 hours, (excluding any Saturday, Sunday or legal holiday for votes or minutes of special and emergency special meetings) and shall also be recorded in the minutes of the session at which taken, which minutes shall be available for public inspection as noted below, and shall be posted on the Board's website, to the extent required by law.

### Minutes

The Secretary of the Board of Education shall ensure that minutes of all meetings of the Board shall be kept. 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 of the policy manual shall be kept in the central office. Minutes shall be made available to the public for inspection within seven days after each meeting, and shall be posted on the Board's website, to the extent required by law. The votes or minutes of a special meeting shall be made available to the public for inspection within seven days after each such meeting, excluding any Saturday, Sunday or legal holiday. The minutes of any emergency special meeting shall specify the nature of the emergency and shall be available within 72 hours of the meeting, excluding any Saturday, Sunday or legal holiday.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.

Bylaw adopted by the Board: January 9, 2001  
 Bylaw revised by the Board: November 14, 2006  
 Bylaw revised by the Board: March 10, 2009

NEW MILFORD PUBLIC SCHOOLS  
 New Milford, Connecticut