

**Construction and Posting of Agenda**

**I. Construction of Agenda**

1. The Superintendent in cooperation with the Chairperson-of the Board of Education shall prepare an agenda for each meeting.
2. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda.
  - a. This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.
3. Town residents and/or taxpayers may request that the Board place an item on the agenda of a regular meeting. To do so they must:
  - a. Make their request in writing to the Superintendent of Schools.
  - b. The Superintendent will present the written request to the Board at its next regular meeting.
  - c. If at least three (3) Board of Education members agree to the additional agenda item, it will be placed on an agenda for a future regular meeting of the Board of Education.
  - d. The Board of Education will decide at which future regular meeting date the item will appear on the agenda.

**II. Posting of Agenda**

1. Not less than twenty-four (24) hours prior to the time of the regular or special meeting, an agenda will be constructed and posted by the Superintendent for the Board of Education.
2. An agenda will be posted at Town Hall, the Board of Education office and on the District’s website.
3. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.

Legal References: Connecticut General Statutes § 10-225

Bylaw adopted: September 9, 1991  
Bylaw reviewed: February 11, 2004  
Bylaw revised: March 10, 2004  
Bylaw revised: February 10, 2016