

# HEBRON BOARD OF EDUCATION

9004

## By-Laws

### CONSTRUCTION AND POSTING OF AGENDA

1. Construction of Agenda
  - A. The Chairperson of the Board of Education in cooperation with the Superintendent shall prepare an agenda for each meeting.
  - B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson and request that an item be placed on the agenda.
    - 1) This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.
  - C. The Board of Education Chair may use his/her discretion to make changes to the Board of Education agenda in cooperation with the Superintendent up until the legal posting requirements of the agenda.
2. Posting of Agenda
  - A. At least twenty-four (24) hours prior to the time of the regular or special meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board of Education.
  - B. An agenda will be posted at Town Hall and the Administrative Offices of the Board of Education.
  - C. 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 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.

ADOPTED: 11/14/13

REVISED: 2/11/16

7/01/02

1/28/05

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