

Bylaws of the Board

Agenda Construction/Meeting Materials

The Superintendent of Schools shall prepare all agendas and supportive materials for meetings of the Orange Board. In doing so, the Superintendent shall consult with the Board Chair and appropriate members of the administrative staff and as necessary with the Board Secretary. Any Orange Board member who wishes to have an item included on the agenda should notify the Superintendent in sufficient time for the Superintendent to review the request with the Board Chair for his or her decision on agenda placement. The agenda shall provide time for members of the public who wish to speak briefly on an item before the Orange Board.

The agenda and supporting materials shall be distributed to Board members prior to the Board meeting in sufficient time to allow the members to consider the issues carefully. Orange Board members seeking inclusion of agenda items are also encouraged to provide supportive and explanatory material.

Agendas shall also be made available to the press, representatives of the community, staff, town agency representatives, school administrators, and to others upon request. Agendas for regular Orange Board of Education meetings shall be available to the public in the Superintendent of School's office, posted on the Orange School District's website at www.oess.org, and shall be filed with the Town Clerk, not less than 24 hours in advance of the meeting time. The same requirements shall be met for Special Meetings of the Board unless called in an emergency with less than 24 hours notice.

(cf. [1120](#) Public Participation at Board Meetings)

(cf. [1331](#) Smoke Free Environment)

(cf. 9121 Board Officers)

(cf. [9321](#) Time, Place, Notification for Meetings)

(cf. [9324](#) Meeting Conduct & Parliamentary Procedures)

(cf. [9325.1](#) Quorum)

(cf. [9325.2](#) Order of Business)

(cf. [9326](#) Minutes)

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. (subsection (a) re agenda), (as amended by June 11 Special Session, PA 08-3)

Bylaw adopted by the Board: April 15, 2013