

Bylaws of the Board

Vote Recording

The votes of each member of the Orange 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.

Minutes

The Orange Board of Education Board Recorder, hired by the Board, shall keep, or cause to be kept, a record of all Orange Board proceedings as required by statutes, which shall be a complete record of Board meeting action, including resolutions and motions in full. Minutes should always reflect Orange Board of Education action rather than purporting to contain the entire discussion preceding Board action.

One copy of the official minutes shall be maintained in the Office of the Superintendent and one copy in the office of the Town Clerk. They shall be made available to interested citizens upon request.

Board minutes shall be available in unapproved form, within seven (7) days of a Board meeting excluding Saturdays, Sundays, and legal holidays; a written record of Board votes shall be available for public inspection in the Superintendent's office within 48 hours of an Orange Board meeting excluding Saturdays, Sundays, and legal holidays. (In determining the time herein, any day on which the Board Office is closed shall also be excluded.)

Copies of the minutes of a meeting shall be sent to all members of the Board before the meeting at which they are to be approved. Permanent minutes shall be signed by the Orange Board of Education Secretary.

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. (as amended by P.A. 99-71: An Act Clarifying Certain Time Periods in the Freedom of Information Act Eliminating Outdated and Unnecessary Freedom of Information Provisions.)

Bylaw adopted by the Board: April 15, 2013