

## **SCOTLAND BOARD OF EDUCATION Bylaws of the Board**

### **Vote Recording**

Motions or resolutions shall be recorded as having passed or failed, and individual votes will be recorded. All motions and resolutions shall be numbered for each fiscal year beginning July 1st.

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 forty-eight (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 Secretary of the Board or the Board Clerk shall keep minutes of all meetings of the Board. 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 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 (7) days after each meeting. 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 seventy-two (72) hours of the meeting.

### **Maintaining the Minutes**

The minutes of meetings of the board of education shall be maintained as outlined below:

1. Content - Board procedure
  - a. The date, place, and type of meeting
  - b. Members present and members absent, by name
  - c. Call to order, and opening ceremony
  - d. Arrival of tardy members by name and time
  - e. Departure of members by name before adjournment, or if absent when any agenda items are acted upon
  - f. Record of written notice of special meetings
  - g. Record of items of business to be considered at future regular or special meetings
2. Content - Board actions
  - a. Approval or amended approval of the minutes of preceding meetings
  - b. Complete information as to each subject of the board of education's deliberations
  - c. Complete information as to each subject including the roll call record of the vote on a motion if not unanimous
  - d. All Board resolutions in complete context, numbered serially for each fiscal year

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**Vote Recording** (continued)

- e. A record of all contracts entered into
- f. All employment decisions and resignations or terminations of employment
- g. A record by number of all purchase orders approved
- h. A record of all bid procedures, including calls for bids authorized, bids received, and other action taken
- i. A record by number of all warrants approved for payment
- j. Adoption of the annual budget
- k. Financial reports, including collections received and deposited, and sales of personal property, as presented to the board of education each month
- l. A record of all important correspondence
- m. A record of the superintendent's reports to the board
- n. Adoption of all policies and bylaws, and approval of regulations as required
- o. A record of all delegations appearing before the board
- p. Adoption of the annual school calendar
- q. Approval of job descriptions for each employee

**Legal Reference:** Connecticut General Statutes

1-225 (formerly 1-21) 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.)