

Bylaws of the Board

Minutes

All formal actions of the Board of Education (Board) will be recorded in official minutes.

The minutes for a meeting will include, among other things:

1. The time, date and location of each meeting.
2. The Board members present and absent.
3. All motions.
4. The name of the Board member making the motion and the name of the Board member seconding the motion.
5. A record of the vote.
6. A short description of the business transacted by the Board.
7. Any short statement a Board of Education member requests during the meeting be part of the minutes.
8. A record of any executive session and the reason for the session.
9. The time of the meeting adjournment.

The minutes of an executive session will include the names of everyone present except for anyone present for a job interview.

The votes of all members of the Board at regular meetings will be reduced to writing and made available for inspection within forty-eight hours. Draft minutes of all meetings, including committee meetings, will be available within seven calendar days at the Board of Education offices during regular business hours and on the Board of Education website. The minutes are made official only after they are approved, usually at the Board's next meeting.

Legal Reference: Connecticut General Statutes
 1-225 Meetings of government agencies
 10-218 Election of officers
 10-224 Duties of the secretary

Bylaw adopted by the Board: December 8, 2014

THOMASTON PUBLIC SCHOOLS
Thomaston, Connecticut