

## **Bylaws of the Board**

### **Committees**

Committees of the Board shall be established at the first regularly scheduled meeting in December, or as needed, by a majority vote of the Board.

Duties of each committee shall be determined as a committee is formed. No committee can constitute a quorum of the Board.

Each committee may make a report at a regular meeting of the Board.

No committee shall have power other than to recommend to the Board of Education unless specially authorized. No committee, or member of a committee, is authorized to make any contract or enter into any agreement which involves the expenditure of money, unless such contract or agreement is authorized by the Board either in regular or special meeting.

All committees of the Board shall follow the provisions of the Freedom of Information Act as required by statute.

The Board shall act as a committee of the whole in final consideration of all matters.

The Chairperson and the Superintendent shall be ex-officio, non-voting members of all such committees.

### **Record Keeping**

All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Superintendent's office and available at all times to Board members. The minutes shall include the names of the committee members in attendance, listing of topics discussed and committee recommendations. Committees of the Board must file notice of each meeting in the office of the Town Clerk not less than twenty-four (24) hours prior to the meeting. A copy of the minutes of committee meetings excluding the Negotiation Committee, the Personnel Committee and the Executive Committee must be filed with the Board Executive Secretary within seven (7) days following the meeting.

(cf. 9131 – Committee of the Whole)

(cf. 9132 - Standing Committees)

(cf. [9133](#) - Special/Advisory Committees)

Legal Reference: Connecticut General Statutes

[1](#)-200 through 1-241 of the Freedom of Information Act.

[1](#)-200 Definitions.

[1](#)-225 Meetings of government agencies to be public.

Bylaw adopted by the Board: December 8, 2008