

Bylaws of the Board

Minutes

The Secretary of the Board shall keep, or cause to be kept, a record of all Board proceedings as required by State law (G.S.C. 10-224).

The minutes shall be a complete record of Board meeting action, including resolutions and motions in full.

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 at the Waterford Hall of Records. They shall be made available to interested citizens upon request.

Board minutes shall be available in unapproved form, within 72 hours 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 a 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 Secretary.

Legal Reference: Connecticut General Statutes

1-210 Access to public records. Exempt records.

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.

10-224 Duties of the secretary.