

TIME, PLACE AND NOTICE OF MEETINGS

1. Regular Meetings
 - A. The Newtown Board of Education (the “Board”) shall set a calendar of regular meetings for the ensuing year.
 - B. In compliance with the Connecticut General Statutes, the Chairperson [or Secretary] shall file this calendar with the Town Clerk and post this calendar on the Board’s Internet web site on or before January 31].
 - C. Regular Board meetings will typically be scheduled on the first and third Tuesday of each month of the year.
 - D. If at any point in the meeting the Board should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.
 - E. If, in accordance with applicable law, the Board conducts a regular meeting by means of electronic equipment, the Board shall provide, at least forty-eight (48) hours before the meeting, direct notification in writing or by electronic transmission to each member of the Board and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment, i in the office of the Town Clerk and on the Board’s Internet web site. Such notice shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person, as applicable and permitted by law.
2. Special Meetings
 - A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or within fourteen (14) days upon written request of three members of the Board.
 - B. No special meeting shall be held unless a notice stating the time, place and purpose of the meeting has been given to each member and to the Town Clerk and has been posted on the Board’s Internet web site, if

available, twenty-four (24) hours before the time stated for the meeting to convene.

1. If, in accordance with applicable law, the Board holds a special meeting conducted solely or in part by means of electronic equipment, notice of such meeting shall include whether the meeting will be conducted solely or in part by means of electronic equipment. If such meeting is to be conducted by means of electronic equipment, such notice shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.

C. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such a meeting.

3. Meeting Time and Place

A. All regular meetings of the Board usually begin at 7pm or as soon thereafter as a quorum is present. All regular meetings of the Board are typically held in Council Chambers at the Newtown Municipal Center, unless otherwise ordered by the Board.

B. Special Meetings (non-emergency) of the Board shall be held at a time and place to be determined and announced in advance of meeting.

Legal References:

Connecticut General Statutes

Public Act 22-3, "An Act Concerning Remote Meetings Under the Freedom of Information Act."

- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions
- 1-228 Adjournment of meetings. Notice
- 1-229 Continued hearings. Notice
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution
- 7-3 Warning of town and other meetings

7-4 Record of warning
10-218 Officers. Meetings

ADOPTED: May 5, 2026

Newtown Public Schools
Newtown, CT