

Bylaws of the Board

Committees

Committees of the Putnam Board of Education shall be established at the first regularly scheduled meeting in December, or as needed. Standing committee members shall be appointed by the Chairperson of the Board of Education with input from all individual Board members. The Chairperson shall be an ex-officio member of each standing committee.

Duties of each committee shall be determined as a committee is formed.

Each standing committee shall be considered to be in session for two years. The duties of the committee shall be outlined at the time of appointment, and the committee shall regularly report to the Board of Education.

Each committee may make a report through its Chairperson at each regular meeting of the Board of Education.

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 of Education shall follow the provisions of the Freedom of Information Act as required by statute.

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

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 the Board of Education members. The minutes shall include the names of the committee members in attendance, listing of topics discussed and committee recommendations.

(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: November 21, 2006

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut