

BOARD OF EDUCATION OFFICERS

The Board of Education shall elect from its members at the organizational meeting, a Chairperson, Vice-Chairperson, Treasurer and a Secretary. Except under unusual circumstances, the role of the Treasurer and the Secretary shall be filled by the same individual. The organizational meeting shall be called to order by the current Board Chairperson who will preside until his/her successor is chosen. In the absence of the Chairperson, the Vice-Chairperson, or Secretary/Treasurer in that order shall preside until a new Chairperson is elected.

Election of officers shall be in writing and the vote of each member shall be made available for public inspection within forty-eight hours and recorded in the minutes of the meeting. If a Chairperson and/or Secretary are not chosen within one month, Town Selectmen shall choose such officers from the Board membership.

Chairperson

The Chairperson shall preside at all meetings of the Board of Education and shall perform other duties as directed by law, State Board of Education regulations, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in planning of the Board's agendas.
3. Confer with the Superintendent on crucial matters which may occur between Board meetings.
4. Appoint Board committees, subject to Board approval.
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct at all Board meetings.

BOARD OF EDUCATION OFFICERS (Continued)

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and to protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.
9. Declare the meeting adjourned.

The following special duties and privileges are assigned to the Chairperson of the Board:

1. The Chairperson shall execute agreements authorized by the Board.
2. The Chairperson shall be authorized to act in support of a Board's motion in emergency situations; i.e., when there is sufficient time to convene a meeting, as long as such action does not bind the Board irrevocably to a course of action.
3. The Chairperson shall be an ex-officio member of all Board committees.
4. The Chairperson shall, in collaboration with the Superintendent, write an annual report on the activities of the Board. This report will be made available for any town in the Regional District who requests one for their Town's Annual Report.
5. The Chairperson shall act as a temporary chair of the annual district meeting and special district meetings.

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

BOARD OF EDUCATION OFFICERS (Continued)

Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson at Board meetings in his absence and assist the Chairperson as requested by him or her.

Secretary/Treasurer

The Secretary/Treasurer of the Board of Education shall:

1. Perform the duties of the Chairperson at Board meetings in the absence of the Chairperson and Vice-Chairperson.
2. Maintain a record of all Board proceedings as required by state law; one copy shall be maintained in the Office of the Superintendent and one copy in the office of the Town Clerk.
3. Supervise the Clerk of the Board's performance of duties.
4. Oversee the investment of all monies, except those in current checking accounts in type and term of best interest under circumstances.
5. Sign checks and pay bills as set forth in the By-Laws.
6. Sign legal documents as required by Statute.

(c.f. 9324 Meeting Conduct and Parliamentary Procedure)

Legal Reference: Connecticut General Statutes
10-218 Officers, Meetings.
10-224 Duties of the secretary.
10-225 Salaries of the secretary and attendance officers.