

Duties of Recording Secretary

The Recording Secretary is appointed by the Bethany Board of Education (Board) Chairperson or his/her designee. The Recording Secretary shall:

1. Maintain a record of all Board proceedings as required by state law.
2. Maintain one (1) copy of all Board proceedings in the Board Office, one (1) copy in the Town Clerk's office, and posted on the Board's website, no later than seven (7) days after the date on which the Board shall have met, excluding Saturday, Sunday or legal holidays.
3. Ensure Board members are notified of all regular, special and committee meetings.
4. Attend to the official correspondence of the Board.
5. Perform such other duties as may be delegated by the Board Chairperson.

Legal References: Connecticut General Statutes § 1-225
 Connecticut General Statutes § 7-3
 Connecticut General Statutes § 7-4
 Connecticut General Statutes § 10-224
 Connecticut General Statutes § 10-225

Bylaw adopted: September 9, 1991
Bylaw reviewed: February 11, 2004
Bylaw revised: March 10, 2004
Bylaw revised: February 10, 2016
Bylaw revised: April 8, 2020