

**BY-LAWS OF THE BOARD**

Official Duties – Secretary

1. The Secretary of the Board shall keep minutes or cause minutes to be kept of all meetings of the Board, and shall cause copies of such minutes to be forwarded to each member of the Board.
2. In accordance with the General Statutes, the Board Secretary shall cause a copy of the minutes of all Board meetings to be placed on file in the Board Office, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed “official minutes” until approved by the Board of Education at a duly convened meeting of the Board.
3. The Board Secretary shall also make provision that members of the Board are notified of all regular and special meetings.
4. The Board Secretary shall attend to the official correspondence of the Board.
5. The Board Secretary shall submit to the Town at its annual meetings a report of the doings of the Board.
6. The Secretary shall originate and sign all correspondence on behalf of the Board.
7. In the absence of both the Chairman and the Vice-Chairman, the Secretary shall perform all duties that normally fall to the Chairman.

Legal Reference:

Connecticut General Statutes:

7-3	Warning of Town and other meetings
7-4	Record of warning
10-224	Duties of the Secretary
10-225	Salaries of Secretary and attendance officers

**ADOPTED** 1/27/00

**REVISED** \_\_\_\_\_