

**Duties of Recording Secretary**

The Recording Secretary is appointed by the Bethany Board of Education (Board) Chairperson or the Chairperson’s designee. The Recording Secretary shall:

1. 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 Connecticut General Statutes, cause a copy of the minutes of all Board meetings to be placed on file in the Board Office, the Town Clerk’s office, and posted on the Board’s Internet website, no later than seven (7) days after the date on which the Board shall have met, excluding Saturday, Sunday or legal holidays. Such minutes will be available for public inspection, except that such minutes will not be termed “official minutes” until approved by the Board at a duly convened meeting of the Board.
3. Make provision that members of the Board 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  
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 Bylaw revised:        February 10, 2016  
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Source: Shipman