Official Duties of Chairperson

The Chairperson shall preside at all of the meetings of the Bethany Board of Education (Board) adhering to meeting governance of Robert's Rules of Order Newly Revised and shall perform other duties as directed by law, State Department of Education Regulations, and the Board. In carrying out these responsibilities, the Chairperson shall:

1. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
2. Appoint the chair and members of all standing and ad hoc committees.
3. Serve as ex officio member on all committees.
4. Consult with the Superintendent in planning meeting agendas.
5. Confer with the Superintendent on crucial matters which may occur between Board meetings.
6. Call special meetings of the Board, as necessary.
7. Sign legal documents and contracts for the Board, as necessary.
8. Direct the Superintendent as the Board's representative for the purposes of consultation with Board legal counsel when appropriate and may authorize other Board members to consult with Board counsel when appropriate.
9. Perform such other duties as may be delegated to the Chairperson by the Board.
10. Be responsible for the orderly conduct of all Board meetings.
11. Serve as the liaison between the Board and the Superintendent.
12. Communicate with all Board members and provide appropriate information on any issues that arise.

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

Legal Reference: Connecticut General Statutes § 10-218

Bylaw adopted: September 9, 1991
Bylaw reviewed: October 8, 1997
Bylaw revised: November 12, 1997
Bylaw reviewed: February 11, 2004
Bylaw revised: March 10, 2004
Bylaw revised: February 10, 2016
Bylaw revised: April 8, 2020
Bylaw revised: December 14, 2022

Source: Shipman & CABE