

Bylaw of the Board

Secretary

The Secretary shall have the following duties and responsibilities:

1. Perform the functions of the Chairperson and Vice-Chairperson in their absence.
2. Keep the minutes of the meeting in the absence of the Board of Education clerk.
3. Perform other responsibilities as directed by the Board of Education.

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings

10-221 Salaries of secretary and attendance officers.

10-224 Duties of secretary

Bylaws of the Board

Recording Secretary/Clerk

The Clerk, under the direction of the Secretary, shall keep such records and perform such duties as may be required by the Board of Education.

The Board of Education Clerk shall have the following duties and responsibilities:

1. Attend all Board of Education meetings:
 - a. Prepare, check, submit to the Superintendent of Schools for review and provide minutes in advance for mailing with the next succeeding regular meeting agenda;
 - b. Provide the Superintendent's office unapproved Board of Education minutes within seventy-two (72) hours of a Board of Education meeting excluding Saturdays, Sundays, or legal holidays. Provide a written record of all Board of Education members' votes to the Superintendent's office for public inspection within forty-eight (48) hours of the Board meeting excluding Saturdays, Sundays, or legal holidays. All completed minutes shall record the voting of each Board member.
2. Prepare other material as required by the Board of Education or Superintendent of Schools for Board of Education meetings.

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.

10-224 Duties of the secretary.

10-225 Salaries of secretary and attendance officer.

The Freedom of Information Act

Bylaw adopted by the Board: May 27, 1999

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut