

Board of Education Officers

Election of Officers The Board of Education shall elect from its members at the annual organizational meeting, a chairperson, vice-chairperson and a secretary. The organizational meeting in December of each year which is the first meeting following the newly elected members taking office, shall be called to order by the current board chairperson who will preside until his/her successor is chosen. In the absence of the chairperson, the vice chairperson shall preside or the board secretary.

Voting for election of officers shall be by show of hands or signed ballots. Results of the election of officers shall be made available for public knowledge within forty-eight hours and recorded in the minutes of the meeting. If a chairperson, vice-chairperson and/or secretary are not chosen within one month, the town selectman shall choose such officers from the board membership.

Chairperson The chairperson shall preside at all meetings of the Board of Education and shall perform other duties as directed by law, State Department of Education regulations, and by this Board. In carrying out these responsibilities, the chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in the planning of the Board's agendas.
3. Confer with the Superintendent on crucial matters which may occur between Board meetings.
4. Appoint Board committees, subject to Board approval.
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the board's policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the affect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquires, referring questions of legality to the Board attorney.

8. Put motions to a vote, stating definitely and clearly the vote and result thereof.
9. Declare the meeting adjourned.

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

Vice-Chairperson The vice-chairperson shall perform all the duties of the chairperson at Board meeting in his/her absence and assist the chairperson as requested by him or her.

Secretary The secretary of the Board of Education shall:

1. perform the duties of the chairperson at Board meeting in the absence of the chairperson and vice-chairperson.
2. maintain a record of all Board proceedings as required by state law; one copy shall be maintained in the office of the Superintendent and one copy in the office of the Town Clerk.
3. Supervise the recorder of the Board's performance of duties.

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.

10-224 Duties of the secretary.

10-225 Salaries of secretary and attendance officers.

Adopted: 5/14/12