

Duties and Responsibilities of Board Officers

I. CHAIRPERSON

- A. The chairperson shall preside at all board meetings.
- B. The chairperson shall perform all duties imposed by state statutes, town charter, or by action of the board.
- C. The chairperson shall decide questions of order at board meetings.
- D. The chairperson shall have the same right as other members to offer resolutions, to make motions or second motions, to discuss questions, and to vote thereon.
- E. The chairperson shall appoint all committees unless otherwise directed by board policy or by action of the board.
- F. The chairperson shall call special meetings of the board.
- G. The chairperson shall sign official documents that require the chairperson's signature.

II. VICE-CHAIRPERSON

The vice-chairperson shall preside at all meetings in the absence of the board chairperson. At such time, he/she shall perform the duties of the chairperson.

III. SECRETARY

- A. The secretary shall sign the minutes of the meetings of the Board of Education, attesting that the minutes have been adopted by the board.
- B. In the event of the absence or disability of the chairperson and the vice-chairperson, the secretary shall perform the duties of the chairperson.

Legal Reference: Connecticut General Statutes
10-218. Officers. Meetings.
10-224. Duties of the secretary.

Policy Adopted: 12/13/99