

Bylaws of the Board

Officers and Duties

Officers

A Chairperson, a Vice-Chairperson and a Secretary shall be elected by the Board members at the next regular meeting after the first Monday in December following a Board of Education election. In case of failure to elect, the Board of Selectmen shall choose Board of Education officers from the elected Board of Education.

Duties

Chairperson

The Board Chairperson shall preside at all meetings and shall appoint all committees unless otherwise directed by the board. He/she shall have the right, as other members, to offer resolutions, to discuss questions, and to vote thereon. The Chairperson shall perform all duties imposed by law or properly requested by the board, which include,

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

The Chairpersons duties as presiding officer at all meetings of the Board include:

1. Calls the meeting to order at the appointed time
2. Announces the business to come before the Board in its proper order.
3. Enforces the Board's policies relating to the order of business and the conduct of the meetings
4. Recognizes persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
5. Explains what the effect of a motion would be if it is not clear to every member
6. Restricts discussion to the question when a motion is before the Board
7. Answers all parliamentary inquiries, referring questions of legality to the Board attorney
8. Puts motions to a vote, stating definitely and clearly the vote and result thereof
9. Declares the meeting adjourned

Bylaws of the Board Officers and Duties(cont'd)

Vice-Chairperson

The Vice-Chairperson shall perform all duties of the chairperson in the latter's absence.

Secretary of the Board

The Secretary of the Board shall be responsible for:

1. Certifying the minutes of meetings, one copy which shall be maintained in the Office of the Superintendent and one copy in the Office of the Town Clerk;
2. Signing documents needing such signatures;
3. Act as chairperson of meetings for which the chairperson and Vice-Chairperson may be absent; and
4. Perform other duties as required by General Statutes.

Chairperson pro tempore

In the absence of the Chairperson, Vice-Chairperson and the secretary, at a regular or special meeting, the Superintendent shall call the meeting to order and the Board may choose from its membership, by a majority vote, a Chairperson pro tempore to preside at the meeting. The Chairperson pro tempore shall act in the capacity of the Chairperson only for that meeting with all the rights, powers and duties of the chairperson as set forth in the bylaws of the Board of Education.

Replacement of Board Officers

Should an officer of the Board vacate his seat, the remaining members shall elect a replacement within 30 days after the regular board meeting during which the vacancy occurred. Should the newly elected individual hold another office of the Board, additional elections by the Board shall be conducted until all three office positions are filled.

Legal Reference: Connecticut General Statutes
 10-218 Officers. Meetings
 10-224 Duties of the secretary
 10-225 Salaries of secretaries and attendance officers

Bylaw revised
 by the Board: 3/7/90
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BROOKFIELD PUBLIC SCHOOLS
 Brookfield, Connecticut

REVIEWED/REVISED: 5/17/17