

**BOARD OFFICERS**

The Board's officers shall consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer and Assistant Secretary/Treasurer.

**Election of Officers**

The Board shall elect its officers from its membership at the annual organizational meeting of the Board of Education held at the first meeting in July. Officers can be elected from either town. In the case of a tie vote in the balloting for any officer, such tie shall be broken by lot.

**Tenure as Officer**

All officers of the Board shall hold office until the next organizational meeting of the Board unless they resign or are removed.

**Removal from Office**

At a duly noticed meeting for the purpose, an officer of the Board may be removed at any time for any (or no) reason by a two thirds vote of the membership of the whole Board.

**Vacancy**

Whenever there is a vacancy in any office, the Board shall elect a new officer within thirty (30) days to fill the vacancy for the unexpired term of office.

**Duties of Officers**

CHAIRPERSON

In addition to performing the obligations of this office that required by state law, the Chairperson of the Board of Education shall have the following duties:

1. Presiding over meetings of the Board of Education, including the following:
  - (a) Call meetings to order at the appointed time.
  - (b) Announce the business to come before the Board per the agenda.
  - (c) Recognize persons who desire to speak and protect the speaker who has the floor from disturbance or interference.
  - (d) Restrict discussion to the question when a motion is before the Board.
  - (e) Answer parliamentary inquiries in accordance with Robert's Rules of Order.
  - (f) Clarify motions when necessary.
  - (g) Put motions to a vote, stating clearly the vote and result.
  - (h) Maintain order and decorum at meetings.

2. Conferring with the Superintendent in the planning of Board agendas and on critical matters that may occur between Board meetings.
3. Signing, on behalf of the Board, the instruments, agreements, acts and orders of the Board.
4. Appointing Board members to Board committees, ensuring that member towns are represented in each committee.
5. Appointing Board members as representatives of the Board of Education to Town Boards, Committees or Commissions. Such appointments shall be for one year or until the discharge of the assigned function of said Board, Committee or Commission.
6. Serving as an ex-officio voting member of all Board committees.
7. Serving as the only authorized spokesperson for the Board, expressing the majority opinion.
8. Calling special meetings of the Board as necessary or when requested in writing to do so by three of the Board's members, in accordance with the law and Board Policy.
9. Issuing press releases relative to Board of Education action.
10. Keeping the Vice-Chairperson duly informed on all pertinent matters, in case of absence of the Chairperson.
11. Assuming such other duties as may be authorized by the Board.

#### VICE-CHAIRPERSON

The Vice-Chairperson of the Board shall act in the capacity of the Chairperson in his/her absence and assume other duties as may be designated by the Board.

#### SECRETARY

In addition to performing the obligations of this office that are required by state law, the Secretary of the Board shall be responsible for the following:

1. Keeping a record of all Board proceedings by recording the official minutes of the Board's meetings.
2. Signing approved minutes of each meeting.
3. Keeping an official record of all approved minutes.
4. Ensuring that a copy of the official minutes is sent to the clerk of each member town.
5. Submitting to the member towns at their annual meetings a report of the doings of the Board.

#### TREASURER

The Treasurer of the Board shall be responsible for the following:

1. Ensuring that each member of the Board is provided with a monthly financial statement.
2. Participating as a member of the Finance Committee.
3. Discussing the fiscal condition of the school district with the Director of Finance and Operations on a regular basis.
4. Apprising the Board of any concerns or suggestions related to the financial well-being of the school district.

5. Carrying out such other duties as the Board may direct.

ASSISTANT SECRETARY/TREASURER

The Assistant Secretary/Treasurer shall act in the capacity of the Secretary or Treasurer in the absence of either individual.

Legal References:      Connecticut General Statutes  
                                 10-46 Regional Board of Education  
                                 10-218 Officers. Meetings.  
                                 10-224 Duties of the Secretary