

Bylaws of the Board

Secretary

A member of the Newtown Board of Education shall be elected Secretary by the members of the Board and shall perform the duties assigned by law and the Board.

The Secretary shall be responsible for accurate records of the proceedings of the Board; and for the preservation of reports of committees and communications addressed to the Board, reports of the Chairperson of the Board and reports of the Superintendent. The Board shall authorize the employment of a person to assist in fulfilling the responsibilities for this position.

The Secretary shall cause written notices of regular Board meetings and suitable notices of special meetings to be sent to Board members through the office of the Superintendent.

The Secretary will write an annual report on the activities of the Board for the Town Annual Meeting Report.

The Secretary shall serve as Acting Chairperson when the Chairperson and Vice-Chairperson are not able to preside at meetings.

(cf. 9222 - Resignation/Removal from Office/Censure)

Legal Reference: Connecticut General Statutes

10-224 Duties of secretary.

10-225 Salaries of secretary and attendance officers.

Adopted: 4/10/12