

Bylaws of the Board

Clerk of the Board of Education

The Clerk of the Board of Education will perform those duties delegated by the Secretary of the Board of Education.

The Clerk of the Board will forward to Board members absent from any meeting all reports, notes, correspondence, etc. distributed at that meeting.

The Clerk of the Board shall be responsible for accurate records of the proceedings of the Board for the preservation of reports of committees and communications addressed to the Board, reports of the Chairperson, and reports of the Superintendent.

In the absence of the Chairperson and Secretary at a scheduled Board of Education meeting, the Clerk of the Board will call the meeting to order and the Board members will vote to elect a temporary Chairperson.

Legal Reference: Connecticut General Statutes

10-218 Officers

10-224 Duties of secretary

10-225 Salaries of secretary and attendance officers