Bylaws of the Board

Board of Education Officers

Election of Officers

The Board of Education shall elect from its members at the first organizational meeting after the November election, a Chairperson, Vice-Chairperson, and a Secretary. The organizational meeting shall be called to order by the current board chairperson who will preside until his/her successor is chosen. In the absence of the Chairperson, the Vice-chairperson, or Secretary in that order shall preside until a new chairperson is elected.

Election of officers shall be in writing and the vote of each member shall be made available for public inspection within forty-eight hours and recorded in the minutes of the meeting.

Chair

The Chair shall preside at all meetings of the Middletown Board of Education and shall perform other duties as directed by law, State Department of Education regulations, and by this Board. In carrying out these responsibilities, the Chair shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.

2. Call special meetings as deemed necessary or when upon receiving a written request by three (3) of the members of the Board.

3. Appoint members to the committees created by the Board. Confer with the Superintendent on crucial matters which may occur between Board meetings and inform board members when appropriate.

4. Serve as an ex-officio member of committees.

5. Be public spokesperson for matters brought before the Board, except when this responsibility is specifically delegated to others.

6. Consult with the Superintendent in the planning of the board’s agendas as provided by the Board bylaws.

7. Appoint Board committees, subject to Board approval.

8. Be responsible for the orderly conduct of all Board meetings.
Bylaws of the Board

Board of Education Officers (continued)

The Chair's signature shall be an alternative signature on all legal documents requiring the signature of the Secretary.

As presiding officer at all meetings of the Board, the Chairperson shall follow Robert’s Rules of Order, Newly Revised, unless otherwise specified in the Board bylaws.

The Chairperson shall have the right, as other board members have, to offer resolutions, discuss questions, and to vote.

Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson at Board meetings in his/her absence and assist the chairperson as requested by him or her.

Secretary

The Secretary of the Board of Education shall perform the duties of the chairperson at Board meetings in the absence of the Chairperson and Vice-Chairperson, and maintain a record of all board proceedings as required by state law.

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.
1-224 Duties of the secretary.
10-225 Salaries of secretary and attendance officers.

Bylaw adopted: November 1, 1994
Bylaw revised: June 2, 2009
Bylaw revised: January 14, 2014
Bylaw readopted: June 10, 2014

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut