

SALEM SCHOOL DISTRICT
Salem, Connecticut

BY LAWS OF THE BOARD

BOARD OF EDUCATION OFFICERS

Election of Officers

The Board of Education shall elect from its members at the organizational meeting, a Chairperson, Vice-Chairperson~~/~~, Secretary, and Treasurer. 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~~/~~, Secretary, or Treasurer 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. If a Chairperson and/or Secretary are not chosen within one month, Town Selectmen shall choose such officers from the Board membership.

Chairperson

The Chairperson shall preside at all meetings of the 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 Chairperson shall:

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

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.

3. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.
9. Declare the meeting adjourned.

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

Maintain a record of all Board proceedings as required by state law; one copy shall be maintained in the office of the Superintendent and one copy in the office of the Town Clerk.

Treasurer

The treasurer shall be responsible for signing each payroll and other orders for payment of expenses by the Town Treasurer on behalf of the Board of Education. In the absence of the Treasurer the Chairperson will fulfill the Treasurer's duties, unless there is a conflict of interest. In that case, the Vice-Chairperson will fulfill those duties.

(cf. 1112 - Media Relations)
(cf. 9221 - Filling Vacancies)
(cf. 9222 – Election of Officers)
(cf. 9321 - Time, Place and Notification of Meetings)
(cf. 9222.2 - Removal of Officers)
(cf. 9323 – Agenda)
(cf. 3326.1 Payroll procedures and authorized signatures)

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

Policy Adopted: March 5, 2007

Revised Policy Adopted: January 5, 2009

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