

Series 9000 – Bylaws of the Board

1. Organization

B. Officers and Auxiliary Personnel

(1) 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:

- Sign the instruments, acts, and orders necessary to carry out the state requirements and the will of the Board.
- Consult with the Superintendent and others, as appropriate, in the planning of the Board's agendas.
- Confer with the Superintendent on crucial matters that may occur between Board meetings and advise Board members of these crucial matters on a timely basis.
- Establish Board committees, subject to Board approval, in a timely manner after the election of Board officers.
- Call special meetings of the Board as necessary.
- Be the public spokesperson for the Board unless specifically delegated to other Board members. Public and/or written statements must be the majority opinion of the Board members.
- Be responsible for the orderly conduct of all Board meetings.
- Serve as the ex-officio member of all Board committees.

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

- Call the meeting to order at the appointed time.
- Announce the business to come before the Board at its proper order.
- Enforce the Board's policies relating to the order of business and the conduct of the meetings.
- Recognize persons who wish to speak, and protect the speaker who has the floor from disturbance or interference.
- Explain the effect of a motion if it is not clear to every Board member.
- Restrict discussion to the question when a motion is before the Board.
- Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
- Put motions to a vote, stating definitely and clearly the vote and result.
- Appoint a secretary if the elected secretary is absent from a meeting.
- Declare the meeting adjourned.

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

Bylaw adopted by the Board: December 2, 1997
 Bylaw revised: August 21, 2012
 April 16, 2018

SUFFIELD PUBLIC SCHOOLS
 Suffield, Connecticut