

Series 9000 – Bylaws of the Board

1. Organization

B. Officers and Auxiliary Personnel

(3) 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.
- Assure required board meetings notices and minutes are posted as required by State law; that one copy shall be maintained in the office of the Superintendent and one copy in the office of the Town Clerk.
- Be a signatory on diplomas.

Legal Reference: Connecticut General Statutes
10-218 Officer Meetings
10-224 Duties of secretary
10-221 Salaries of secretary and attendance officers