

Chairperson, Vice-Chairperson, and Secretary of the Board**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, including the signing of the Board of Education checks.
2. Consult with the Principal and Superintendent in the planning of the Board's agendas.
3. Confer with the Principal and Superintendent on crucial matters that may occur between Board meetings.
4. Appoint Board committees, subject to Board approval. The Board Chairperson may choose to serve as an exofficio member of any Board committee.
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

The Secretary of the Board of Education shall:

1. Perform the duties of the Chairperson at Board meetings in the absence of the Chairperson and Vice-Chairperson.
2. Be responsible for an accurate record of the proceedings of the Board during executive session, including a complete record of each vote after coming out of executive session.
3. Oversee the preparation of minutes of Board meetings by the Board Clerk.

Legal Reference: Connecticut General Statutes

[10-218 Officers. Meetings.](#)

[10-224 Duties of the secretary.](#)

Adopted: December 9, 2010

Revised: November 9, 2021

NORTH CANAAN BOARD OF EDUCATION
North Canaan, Connecticut