

## OFFICERS

1. The New Milford Board of Education (the “Board”) shall, not later than one month after the date on which newly elected members take office, elect from its own members a Chairperson, a Vice-Chairperson,\* and a Secretary.
2. The votes of each member cast in such election shall be reduced to writing and made available for public inspection within forty-eight hours, excluding Saturday, Sunday, or legal holidays, and shall also be recorded in the minutes of such meeting at which taken, which minutes shall be available for inspection at all reasonable times.
3. If such officers are not chosen after one month from the date on which newly elected members take office because of a tie vote of the members, the town council, or, if there is no town council, the Mayor of the town shall choose such officers from the membership of the Board.
4. Officers shall hold their respective offices for one year, and until their successors are duly elected.
5. Should a vacancy arise in an office of the Board during the term of a Board officer’s service, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers. Such votes shall be reduced to writing, recorded, and made available for public inspection as described in Section 2, above.

***\*Note: By statute, local boards of education are required to elect only a Chairperson and a Secretary. Should a board wish to elect a Vice Chairperson, we suggest including the optional language above in bold and adopting a policy describing the duties of a Vice Chairperson. For your convenience, please refer to the policy entitled “Official Duties – Vice Chairperson.”***

Legal Reference:

Connecticut General Statutes  
10-218 Officers. Meetings.

Bylaw approved: November 19, 2024  
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut