

## BOARD POLICY

No. 9210

### 9000 INTERNAL BOARD OPERATIONS AND BY-LAWS OF BOARD

#### 9210 Duties of the Chairperson of the Board of Education

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. preside at all of the meetings of the Board.
2. serve as ex officio member on all committees.
4. perform such other duties as may be delegated to him/her by the Board.
5. when a vacancy occurs on a standing sub-committee or a special committee, appoint Board members to fill such vacancies.
6. for the purposes of encouraging student involvement, briefly suspend the Standing Rules of Order to allow a student to call a meeting to order, initiate roll call and lead the Pledge of Allegiance.
7. sign the instruments, act, and orders necessary to carry out State requirements and the will of the Board.
8. consult with the Superintendent in the planning of the Board's agendas.
9. appoint Board members to Sub-Committees.
10. call special meetings of the Board as necessary.
11. be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
12. 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 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.

Legal Reference: Connecticut General Statutes, Section 10-218

REVISED: December, 2007

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