

BOARD POLICY

No. 9230

9000 INTERNAL BOARD OPERATIONS AND BY-LAWS OF BOARD

9230 Duties of the Secretary

1. The Secretary of the Board shall keep minutes or cause minutes to be kept of all meetings of the Board, and shall cause copies of such minutes to be forwarded to each member of the Board.
2. In accordance with the General Statutes, the Board Secretary shall cause a copy of the minutes of all Board meetings to be placed on file in the Board Office and posted on the Board's website, if available, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed "official minutes" until approved by the Board of Education at a duly convened meeting of the Board.
3. The Board Secretary shall also make provision that members of the Board are notified of all regular and special meetings.
4. The Board Secretary shall attend to the official correspondence of the Board.
5. The Secretary may perform the duties of the Chairperson in accordance with the Boards' rules for succession.

Legal Reference:

Connecticut General Statutes

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| 1-225 | Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. |
| 7-3 | Warning of Town and other meetings |
| 7-4 | Record of warning |
| 10-224 | Duties of the Secretary |
| 10-225 | Salaries of Secretary and attendance officers |

ADOPTED:	November, 1978
REVISED:	December, 2007
REVISED:	April 2009
REVISED:	August 2011
REVISED:	August 2013
REVISED:	May, 2016