

## **Bylaws of the Board**

### **Board of Education Officers**

#### **Election of Officers**

Bi-annually, and in the year of a Town Election, the Orange Board of Education shall elect from its members at its December meeting, a Chair, Vice-Chair, and a Secretary. The December meeting shall be called to order by the current Orange Board Chair who will preside until his/her successor is chosen. In the absence of the current Chair, the current Vice-Chair or Secretary in that order shall preside until a new Chair is elected.

Election of officers shall be in writing and the vote of each member shall be made available for public inspection within forty-eight (48) hours and recorded in the minutes of the meeting. If a Chair, Vice-Chair, and/or Secretary are not chosen within one month, Town Selectmen shall choose such officers from the Board membership.

#### **Chair**

The Chair shall preside at all meetings of the Orange 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 Orange Chair shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in the planning of the Board's agendas.
3. Confer with the Superintendent on crucial matters which may occur between Board meetings.
4. Appoint Board committees, subject to Board approval.
5. Call special meetings of the Board as necessary.
6. Be the 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 the presiding officer at all meetings of the Board, the Chair 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 Chair shall have the right, as other Orange Board members have, to offer resolutions, discuss questions, and to vote.

### **Vice-Chair**

The Vice-Chair shall perform the duties of the Chair at Orange Board meetings in his/her absence and assist the Chair as requested by him/her.

### **Secretary**

The Secretary of the Orange Board of Education shall:

1. perform the duties of the Chair at Orange Board meetings in the absence of the Chair and Vice-Chair.
2. supervise the Board Recorder in maintaining a record of all Orange Board proceedings as required by state law; one copy shall be maintained in the office of the Superintendent and one copy in the office of the Town Clerk.
3. supervise the Board Recorder.

(cf. [9324](#) Meeting Conduct and Parliamentary Procedure)

Legal Reference: Connecticut General Statutes

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

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

[10-225](#) Salaries of secretary and attendance officers.

Bylaw adopted by the Board: April 15, 2013