

## **Bylaws of the Board**

### **Election of Officers**

The Ledyard Board of Education shall elect from its members at its annual organizational meeting in December, a Chairperson and a Vice Chair, who shall serve for a term of one year. The organizational meeting shall be called to order by the Board's Executive Officer, the Superintendent, who will preside until a Chairperson is elected.

The votes of each Board member 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 the meeting. If the Board officers are not chosen after one month because of the inability of any one Board member to receive five affirmative votes for an office, the Ledyard Town Council shall choose such officers from the membership of the board.

### **Filling Vacancies**

Whenever there is a vacancy in the office of Chairperson or Vice Chair, the Board shall elect a new officer to fill the vacancy for the unexpired term of office.

### **Duties and Responsibilities of the 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 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.
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.
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 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 at hand when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board's attorney.
8. Put motions to a vote, stating definitely and clearly the vote and the 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.

## **Duties and Responsibilities of the Vice Chair**

The title of "Vice Chair" will be synonymous with "Secretary."

### **The Vice Chair of the Board of Education shall:**

1. Perform the duties of the Chairperson at Board meetings in the absence of the Chairperson.
2. Maintain a record of all 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. Submit to the Town at its annual meeting a report of the doings of the Board.

### **Legal References:**

Connecticut General Statutes:

10-218 – Officers. Meetings.

10-224 – Duties of the secretary

Bylaw adopted: November 2, 1994

Revised: August 15, 2007

Revised: January 18, 2017

LEDYARD PUBLIC SCHOOLS

Ledyard, Connecticut