

## **Bylaws of the Board**

### **Role of the Secretary**

The Board of Education shall prescribe certain duties to the Secretary in addition to those responsibilities imposed by state statute.

The New Milford Board of Education shall elect a Secretary and an Assistant Secretary from its members at the Annual Organizational Meeting to ensure that the Board's proceedings are accurately recorded, and that all reports and communications to the Board are preserved. In the absence of the Secretary, the Assistant Secretary shall serve.

The Secretary shall serve as acting Chairperson in the absence of the Chairperson and Vice Chairperson. Such duties shall be those prescribed under policy #9122, items 1 & 2.

The Secretary shall ensure that the minutes of the Board meetings are recorded to meet the requirements that apply to all public agencies. Generally, the minutes shall include:

1. When the meeting was convened.
2. Board members in attendance.
3. A short description of the business transacted.
4. Actions taken, specifying votes of each Board member.
5. Executive Sessions held, with a statement of the reason for the Executive Session, and the persons in attendance.
6. When the meeting was adjourned.

The Secretary shall ensure that the minutes of Board meetings are distributed to Board members and approved by the Board.

The Secretary shall ensure that a report of the Board's activities is submitted to the Town annually.

In accordance with the Freedom of Information Act:

1. The votes of all Board members shall be reduced to writing and made available for public inspection within forty-eight (48) hours, excluding any Saturday, Sunday or legal holiday, and shall be recorded in the minutes of the meeting at which the votes were taken.
2. The minutes of a Board meeting shall be available for public inspection within seven (7) days of the session to which they refer and posted on the Board's website, to the extent required by law. The Board shall make, keep and maintain a record of the proceedings of its meetings.

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**Role of the Secretary (continued)**

(cf. - 9122 - Office of the Vice-Chairperson)

Legal Reference: Connecticut General Statutes  
10-218 Officer. Meetings.  
10-224 Duties of secretary.  
1-225 Meetings of Government Agencies To Be Public

Bylaw adopted by the Board: January 9, 2001  
Bylaw revised by the Board: November 14, 2006  
Bylaw revised by the Board: March 10, 2009

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut