

Bylaws of the Board

Role of the Chairperson

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

The New Milford Board of Education shall elect a Chairperson from its members at the Annual Organizational Meeting to preside at all meetings of the Board. In the absence of the Chairperson, the Vice-Chairperson shall preside. The Chairperson shall perform all duties imposed by state statute, and those prescribed by Board policies and procedures.

The duties prescribed to the Chairperson shall be:

1. To confer with the Superintendent in the planning of Board agendas and on crucial matters which may occur between Board meetings.
2. To sign, on behalf of the Board, the instruments, acts and orders necessary to carry out state requirements and the will of the Board.
3. To appoint Board committees and their respective Chairpersons. Appoint Board representatives to Town Committees as required.
4. To serve as the official public spokesperson for the Board, expressing the majority opinion.
5. To be responsible for the orderly conduct at all Board meetings.
6. Call special meetings of the Board as necessary or when requested in writing to do so by three of the Board's members.
7. Serve as an ex-officio member of all Board committees.
8. Assume such other duties as may be authorized by the Board.

As presiding officer at all Board meetings, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board as per the agenda.
3. Recognize persons who desire to speak and protect the speaker who has the floor from disturbance or interference.

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Role of the Chairperson (continued)

4. Clarify motions when necessary.
5. Restrict discussion to the question when a motion is before the Board.
6. Answer parliamentary inquiries in accordance with Robert's Rules of Order; referring questions of legality to the Board attorney.
7. Put motions to a vote, stating clearly the vote and result thereof.

The Chairperson shall keep the Vice-Chairperson duly informed on all pertinent matters, in case of absence of the Chairperson.

Legal Reference: Connecticut General Statutes
10-218 Officers. Meetings.

Bylaw adopted by the Board: January 9, 2001
Bylaw revised by the Board: December 14, 2010
Bylaw revised by the Board: April 10, 2012

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut