

Bylaws of the Board

Office of the Secretary

The Secretary shall:

1. Have prepared a correct record of the minutes of all regular and special meetings of the Board.
2. Conduct correspondence for and in the name of the Board if so authorized by the Board.
3. Sign certain official documents for and in the name of the Board.
4. Ensure that the old and current minutes of the Board are safeguarded.
5. Serve in the absence of the Chairperson, or appoint a Chairperson.

Legal Reference: Connecticut General Statutes

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

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

[10-221](#) Salaries of secretary and attendance officers.

[10-232](#) Restrictions on employment and members of board of education.

Bylaw adopted by the Board: December 7, 1998

Bylaw revised: May 18, 2009