

Bylaws of the Board

Recording Secretary/Clerk

The Board of Education shall be staffed by an individual who will serve as recording secretary.

The Recording Secretary/Clerk shall be responsible for accurate records of the proceedings of the Board; and for the preservation of reports of committees and communications addressed to the Board, reports of the Chairperson/President, and reports of the Superintendent.

Legal Reference: Connecticut General Statutes

[10-218](#) Officers.

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

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

Bylaw adopted by the Board: December 7, 1998

Bylaw reviewed: May 18, 2009