

Lisbon School District

15 Newent Road
Lisbon, CT 06351

9121

Bylaws of the Board

Board of Education Officers

Election of Officers The Board of Education shall elect annually from its members at the November organizational meeting, a chairperson, vice-chairperson, a secretary and a treasurer. The organizational meeting shall be called to order by the current Board chairperson who will preside until his / her successor is chosen. In the absence of the chairperson, the vice-chairperson, secretary or treasurer in that order shall preside until a new chairperson is elected.

Presence at the organizational meeting may be in person or virtual. Arrangements for inclusion via virtual platform must be made in advance of the meeting.

Nominations will be taken from the floor. An individual may nominate themselves. Nominations must be done in writing if the individual making the nomination is not present. Any member not present who wishes to be nominated shall submit their wishes in writing. Nominations will be accepted only with verbal or written confirmation that the nominee will serve if elected.

Election of officers shall be in writing and the vote of each member unless unanimous shall be made available for public inspection within forty-eight hours and recorded in the minutes of the meeting. If a chairperson and/or secretary are not chosen within one month, town selectmen shall choose such officers from the Board membership.

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 by 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, subject to Board approval.
5. Call special meetings of the Board as necessary.
6. Be 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 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.

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Board of Education Officers (continued)

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 when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and 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.

Vice-Chairperson: The vice-chairperson shall perform the duties of the chairperson at Board meetings in his absence and assist the chairperson as requested by him or her.

Secretary: The secretary or designee of the Board of Education shall:

1. Perform the duties of the chairperson at Board meetings in the absence of the chairperson and vice-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. These duties may be carried out by a Board appointed designee.
3. Supervise the clerk of the Board's performance of duties.

Treasurer: The treasurer of the Board of Education shall:

1. Sign checks presented for the disbursement of Board of Education funds
2. Serve as the Chair of the Finance Subcommittee
3. Monitor the Board of Education budget as the fiscal year progresses
4. Review monthly reports submitted by the Business Manager, including but not limited to account transfers and grant funds.

(cf. 9324 Meeting Conduct and Parliamentary Procedure)

Legal Reference: Connecticut General Statutes
 10-218 Officers. Meetings.
 10-224 Duties of the secretary
 10-225 Salaries of secretary and attendance officers.

Bylaw Adopted: 09/15/08
Bylaw Amended: 11/28/16
Bylaw Amended: 06/21/21
Bylaw Amended: 09/12/22