

Duties of Recording Secretary

The Recording Secretary is appointed by the Board Chairperson or his/her designee.

1. The Recording Secretary of the Board shall keep minutes or cause minutes to be kept of all meetings of the Board, and shall cause copies of such minutes to be forwarded to each member of the Board.
2. In accordance with the General Statutes, the Recording Secretary shall cause a copy of the minutes of all Board meetings to be placed on file in the Board Office and posted on the Board's website, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed "official minutes" until approved by the Board of Education at a duly convened meeting of the Board.
3. The Recording Secretary shall also make provision that members of the Board are notified of all regular, special and committee meetings.
4. The Recording Secretary shall attend to the official correspondence of the Board.
5. The Recording Secretary shall perform such other duties as may be delegated by the Board Chairperson.

Legal References: Connecticut General Statutes § 1-225
 Connecticut General Statutes § 7-3
 Connecticut General Statutes § 7-4
 Connecticut General Statutes § 10-224
 Connecticut General Statutes § 10-225

Bylaw adopted: September 9, 1991
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