

Bylaws of the Board

Secretary

A member of the Putnam Board of Education shall be elected Secretary by the members of the Board and shall perform the duties assigned by law and the Board.

The Secretary 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 of the Board and reports of the Superintendent.

The Secretary shall cause written notices of regular Board meetings and suitable notices of special meetings to be sent to Board members through the office of the Superintendent.

The Secretary shall serve as Acting Chairperson when the Chairperson is not able to preside at meetings. The Acting Chairperson is authorized to perform all duties of the Chairperson.

(cf. 9222 - Resignation/Removal from Office/Censure)

Legal Reference: Connecticut General Statutes

10-224 Duties of secretary.