

Bylaws of the Board

Secretary of the Board

The Secretary of the Board of Education shall:

1. Perform the duties of the Chairperson in his/her absence, and call meetings to order in accordance with Bylaw 9325.
2. Keep 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 at the Waterford Hall of Records.
3. Review minutes with the Clerk of the Board.

(cf. 9325 – Meeting Conduct)

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.

10-224 Duties of the secretary.

10-225 Salaries of secretary and attendance officers.