

## **Bylaws of the Board**

### **Office of the Chairperson**

The Chairperson shall preside at all meetings of the Shelton 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. The agenda for meetings of the Board of Education shall be prepared by the Superintendent of Schools at the direction of the Chairman of the Board of Education.
3. Act as a resource to the Superintendent on decisions which may require further input between Board meetings.
4. Appoint Board committees.
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. Keep the vice-chairperson duly informed on all pertinent matters in case of absence of the chairperson.
8. Be responsible for the orderly conduct of all Board meetings.
9. Assume such other duties as may be authorized by the Board.
10. Appoint a Clerk of the Board who shall attend meetings of the Board, take the minutes and prepare and maintain the records of its proceedings.

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.
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. Conduct all meetings according to Robert's Rules of Order, 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.

(cf. 9020 – Public Statements)

(cf. 9325 – Meeting Conduct)

Legal Reference: Connecticut General Statutes  
10-218 Officers. Meetings.  
Charter of the City of Shelton, Revision of 1994