

Series 9000

9010

Bylaws

Qualifications and Responsibilities of Members

General. The Board of Education's statutory authority as spelled out in Board policy 9000 is to be exercised collectively by Board of Education members in public meetings of the Board and in committee meetings. Except for specific responsibilities of the Board officers set forth in board policy 9121, individual members have no individual authority in the district school, unless carrying out an assignment specifically authorized at a meeting of the Board, but exercise governance as part of the entire Board of Education or of a specifically authorized committee working under specific committee charges from the Board.

Qualifications of Members

A Board of Education member must be a resident elector of the Town of Eastford, must be at least eighteen (18) years of age and a citizen of the United States.

Elected Members of the Board of Education. Members of the board of education are expected to represent and balance the educational interests of students in the public school, district citizens, and the State of Connecticut through:

1. advocacy for appropriate educational opportunities for district students;
2. regular attendance at Board meetings;
3. participation in meeting discussions on issues before the Board;
4. suggesting agenda topics to the Superintendent of Schools or the Board of Education chairman;
5. regular attendance and fulfilling responsibilities on committees to which they are appointed;
6. becoming knowledgeable about Board authority, constraints, and procedures;
7. becoming informed about the local school and its educational programs and activities;
8. representing the community as part of a representative democratic governmental body;
9. understanding and following Board of Education policy.

(cf. 1318 Public Complaints)

(cf. 4144 Academic Freedom)

(cf. 5714 Freedom of Speech/Expression)

(cf. 6242 Controversial Issues)

(cf. 9000 Legal Responsibilities of Boards of Education)

(cf. 9118 Duties of Board Officers)

Bylaw adopted: 2/12/98

Revised: 5/12/16

Eastford Board of Education

Series 9000

9012 (a)

Bylaws

Legal Responsibilities of Boards of Education

Powers, duties, and responsibilities of Connecticut Boards of Education originate from state statutes. The Board of Education has responsibility for district education and for maintaining good public elementary and secondary schools; implementing the educational interests of the state as defined in section 10-4a and complying with orders from the Commissioner of Education arising from hearings held under 10-4b (on complaints alleging failure or inability of the Board to implement the educational interests of the state); providing all children of the school district as nearly equal advantages as may be practicable; and providing such other educational activities as in its judgment will best serve the interest of the school district. Other specific Board of Education responsibilities enumerated in state statutes include:

1. preparation of an annual budget (10-222);
2. monitoring and directing budget expenditures and prevention of over expending the total appropriation to the Board by the town (10-222);
3. provisions for each resident child of school age to attend public day school for the period required by law (10-220);
4. provision of at least one hundred eighty days of actual school sessions each year; a minimum of nine hundred hours of actual school work in grades 1-12 and at least four hundred fifty hours of actual school work in kindergarten (10-15)(10-16);
5. acting as a body corporate with powers to sue and be sued; to purchase, receive, hold, and convey real and personal property for school purposes; to build, equip, purchase and rent schoolhouses and make major repairs on them, and to supply them with fuel, furniture, and other appendages and accommodations; to establish and maintain schools of different grades; to establish and maintain a school library; to make agreements and regulations for establishing and conducting of schools consistent with regulations of the town; to employ teachers in accordance with section 10-151 or authorize the Superintendent of Schools to employ teachers; as a school district through its Board of Education, the town is authorized to lay taxes and borrow money for educational purposes and to make agreements and regulations (10-241);

Bylaw adopted: 2/12/98

Revised: 5/12/16

Eastford Board of Education

Series 9000

9012 (b)

Bylaws

Legal Responsibilities of Boards of Education (continued)

6. provision of textbooks, supplemental books, and library books, supplies, materials, and equipment loaned and furnished to pupils free of charge subject to board and superintendent rules of care and use (10-228); approval of new textbook adoptions by at least a two-thirds vote of the board notice of such potential adoption having been given at a meeting at least one week previous to the vote(10-229);
7. provisions for reasonable and desirable student transportation to school (10-220)(10-220c); to state vocational and state vocational agricultural schools (10-97);
8. employment and dismissal of certified personnel in accordance with state statutes and Board policies (10-220);
9. continuing study of the need for school facilities and of a long-term school building program and from time to time making recommendations to the town (10-220);
10. care, maintenance, and operation of buildings, lands, apparatus and other property used for school purposes (10-220);
11. insuring all buildings and all capital equipment against loss in an amount not less than eighty percent of replacement cost (10-220);
12. provision of in-service training for certified teachers, administrators, and other personnel (10-22a);
13. provision of United States flags for each schoolroom to be displayed therein each school day, a U.S. flag of silk or bunting not less than four feet in length and a suitable flagpole on which such flag may be displayed on school grounds in good weather and on the inside of the school building in inclement weather (10-230);
14. saving harmless Board Members, teachers, or other employees from financial loss and expense, including legal fees and costs, arising from any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in accidental bodily injury or death of any person or accidental damage or destruction of property including, but not limited to, infringement of a person's civil rights which result in any injury as long as employee actions are not wanton, reckless, or malicious and are, at the time of such acts, acting in the discharge of his or her duties or within the scope or employment or under the direction of the board (10-235);

Bylaw adopted: 2/12/98

Revised: 5/12/16

Eastford Board of Education

Series 9000

9012 (c)

Bylaws

Legal Responsibilities of Boards of Education (continued)

15. saving harmless board members and employees from financial loss and expense, including payment of reasonable medical expenses or other services, as a result of an assault while the employee was acting in the discharge of his or her duties or within the scope or employment or under the direction of the Board, when expenses aren't paid by an employee's insurance, workers' compensation, or any other source not involving an expenditure by the employee (10-236a);
16. conducting a public hearing on any issue specified in a written petition within three weeks of receiving the petition signed by one per cent of district voters, or fifty voters whichever is greater; such public hearing shall be held at a time and place designated by the Board of Education (10-238);
17. granting the use of rooms, halls, school buildings or grounds, or any other school facilities, for voting, whether or not school is in session, subject to reasonable restrictions the Board of Education may impose (10-239);
18. submission of required reports to the Commissioner of Education or State Board of Education;
19. development of written policies, procedures, rules based on current statutes, recommendations from the attorney and other issues;
20. Under permissive powers, the Board of Education may:
 - a. establish and maintain summer schools on a voluntary basis and charge children a reasonable fee not to exceed the cost of programs, provided the board may waive any charges for good and sufficient reason (10-74a);
 - b. authorize administrators to suspend pupils, out of school or in-school, and from bus privileges and recommend expulsion of pupils whose conduct endangers persons or property or is seriously disruptive of the educational process or violation of a publicized Board policy (10-233c);
 - c. insure against liability;
 - d. establish and maintain school activity funds (10-237);

Bylaw adopted: 2/12/98

Revised: 5/12/16

Eastford Board of Education

Series 9000

9012 (d)

Bylaws

Legal Responsibilities of Boards of Education (continued)

- e. provide for use of any room, hall, schoolhouse, school grounds or other school facility for nonprofit educational or community purposes (10-239);
 - f. appoint and prescribe duties of licensed dental hygienists (10-213);
 - g. regardless of whether school is in session or grant temporary use of rooms, halls, school buildings, or grounds, or other school facilities for public, educational, or other purposes or for political discussions when school is not in session (10-239);
 - h. provide out of district transportation to a Connecticut elementary or secondary nonpublic school approved by the State Board of Education (10-280a);
 - i. provide services of a school psychologist, remedial speech, school social worker, and special language teachers for non-English speaking students to children attending private nonprofit schools within the town (10-217a);
 - j. provide sanctions against pupils who damage or fail to return textbooks, library materials, or other educational materials (10-221); and
21. compliance with all provisions of educational law.
- (cf. Board of Education Policies sections 1000 through 9000)

Bylaw adopted: 2/12/98

Revised: 5/12/16

Eastford Board of Education

Series 900

9020

Bylaws

Public Statements

The Board of Education recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and in turn that the community should have the opportunity to provide its thoughts and feelings to the Board.

Communication is a concurrent responsibility of the Chairperson of the Board of Education and the Superintendent of Schools. The Superintendent will work with members of the Board to conduct an active and comprehensive program throughout the community for the prompt dissemination of information on decisions of the Board. Releases to the press and brief summaries of Board actions prepared for distribution to staff members and parents/guardians are appropriate means of meeting requirements of this bylaw. Only the Board chairperson or the designated agents of the Board shall release press releases relative to Board action.

(cf. 1112 News Media Relationships)

(cf. 1120 Board of Education Meetings)

Bylaw adopted: 8/12/99

Revised: 5/12/16

Eastford Board of Education

Bylaws

Board Consultants

The Board of Education may engage the services of qualified professional consultants. Assistance sought from consultants may include, but will not necessarily be limited to, the following:

1. Fact finding studies, surveys, and research;
2. Counsel or services requiring special expertise;
3. Development of policies and programs.

Before choosing a consultant, the Board may require submission of written proposals that can be incorporated into contracts or purchase orders. Such proposals will provide the following along with any other specific requirements established by the board in a particular instance:

1. Specific objectives to be accomplished by consultants;
2. Specific tasks to be performed;
3. Procedures to be used in carrying out tasks;
4. Time line, including target date for completing assigned tasks;
5. Method to be used for reporting completion of consulting task to the board and/or to deliver any product. (for example, long-range plans, codified policy manual, etc., to the board)
6. Costs.

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Bylaws

9214

Election of Members

Number of Members and Elections. The Board of Education will consist of seven members elected in accordance with state statutes for four-year terms. Terms of newly elected Board members shall commence within fourteen days of the election and at the first November Board of Education meeting.

Oath of Office. Elected Board of Education members shall, before entering upon their official duties, take the oath of office and be sworn in by the town clerk, a notary, the first selectman or anyone authorized to administer the oath according to Connecticut General Statutes Title I, Chapter 4, Section 1-24.

Legal Reference: Connecticut General Statutes

9-187a	Date term to begin.
9-203	Number and term of members of boards of education.
9-204	Minority representation on board of education.
10-219	Procedure for filling vacancy on local board of education.
1-24	Who may administer oaths.
1-25	Reference oath of office.
10-218a	Oath of office.

Bylaw adopted: 2/12/98

Revised: 5/12/16

Eastford Board of Education

Series 9000

Bylaws

Role of Board and Members (Powers, Purposes, Duties)

The Board of Education is the governing body of the school district and derives its power and exists under the Constitution and General Statutes of the State of Connecticut and the regulations of the Connecticut State Board of Education.

1. General Duties

- A. The Board of Education represents the residents of the Town in carrying out the mandates of the General Statutes pertaining to education.
- B. The Board of Education shall determine all questions of general policy to be employed in the conduct of the schools.
- C. In determining school policy it shall:
 - (1) hear and consider facts and recommendations,
 - (2) adopt a plan, policy or course of action, and
 - (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

2. Specific Powers and Duties

The Board of Education shall have authority to take all action necessary or advisable to meet its responsibilities under state statute including but not limited to the following:

- A. Create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
- B. To elect a Superintendent of Schools in accordance with state statutes.
- C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- D. To determine the number, classification, duties and remuneration of employees.

Adopted: 02/12/98
Revised: 02/11/2016

Series 9000

Bylaws

Role of Board and Members (Powers, Purposes, Duties)

- E. To establish policies for employment, promotion and dismissal of personnel in accordance with the state statutes.
- F. To provide for the appraisal of the efficiency of personnel.
- G. To initiate and approve the acquisition and disposition of school sites, to initiate and approve plans for school buildings.
- H. To consider any specific recommendations made by the Superintendent of Schools.
- I. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.
- J. To consider, revise and adopt any changes in the curriculum.
- K. To take any other actions required or permitted by law.
- L. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
 - (1) each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;
 - (2) the school district shall finance at a reasonable level an educational program designed to achieve this end;
 - (3) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds;
 - (4) the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Legal Reference:

Connecticut General Statutes

Adopted: 02/12/98

Revised: 02/11/2016

Series 9000

Bylaws

Role of Board and Members (Powers, Purposes, Duties)

- 1-200 Definitions (public agency)
- 10-4a Educational interest of the State identified
- 10-4b Failure of local or regional board to implement educational interests
- 10-220 Duties of Boards of Education
- 10-221 Board of education to prescribe rules
- 10-241 Powers of school district

Adopted: 02/12/98
Revised: 02/11/2016

ROLE OF BOARD AND MEMBERS

1. General Duties

- A. The _____ Board of Education (the “Board”) represents the residents of _____ (the “Town”) [*Regional School District Option: the Towns comprising the school district*], in carrying out the mandates of the Connecticut General Statutes pertaining to education.
- B. The Board shall determine all questions of general policy to be employed in the conduct of the schools.
- C. In determining school policy, the Board shall:
 - (1) hear and consider facts and recommendations;
 - (2) adopt a plan, policy or course of action; and
 - (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

2. Specific Powers and Duties

The Board shall have authority to take all action necessary or advisable to meet its responsibilities under the Connecticut General Statutes [*and Town Charter*] including but not limited to the following:

- A. To create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
- B. To elect a Superintendent of Schools in accordance with the Connecticut General Statutes.
- C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- D. To determine the number, classification, duties and remuneration of employees.
- E. To establish policies for employment, promotion and dismissal of personnel in accordance with the Connecticut General Statutes.

- F. To provide for the appraisal of the efficiency of personnel.
- G. To provide for the proper maintenance of facilities; initiate and approve the acquisition and disposition of school sites; and initiate and approve plans for school buildings.
- H. To consider any specific recommendations made by the Superintendent of Schools.
- I. To keep the citizenry informed of the purposes, values, conditions and needs of public education in the Town ***[Regional School District Option: Towns comprising the school district]***.
- J. To establish a curriculum committee to recommend, develop, review and approve all curriculum for the district.
- K. To take any other actions required or permitted by law.
- L. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
 - (1) each child shall have for the period prescribed in the Connecticut General Statutes equal opportunity to receive a suitable program of educational experiences;
 - (2) the school district shall finance at a reasonable level an educational program designed to achieve this end;
 - (3) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds; and
 - (4) the mandates in the Connecticut General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Legal References:

Connecticut General Statutes

- 1-200 Definitions (public agency)
- 10-4a Educational interest of state identified
- 10-4b Complaint alleging failure or inability of board of education to implement educational interests of state. Investigation; inquiry; hearing. Remedial process. Regulations
- 10-220 Duties of boards of education
- 10-221 Board of education to prescribe rules, policies and procedures
- 10-241 Powers of school districts

ADOPTED: _____

REVISED: _____

10/18/2021

Series 9000

Bylaws

Board of Education Officers

1. Election of Officers. The Board of Education shall, not later than one month after the date on which newly elected members take office, elect from its own members a Chairperson, a Vice-Chairperson and a Secretary. 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, or secretary in that order shall preside until a new chairperson is elected.
2. If a chairperson and/or secretary are not chosen within one month, town selectmen shall choose such officers from the Board membership.
3. Officers shall hold their respective offices for 2 years, and until their successors are duly elected.
4. Should a vacancy arise in an office of the Board during the term of a Board officer's service, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers.
5. The votes of each member cast in such election shall be reduced to writing and made available for public inspection within forty-eight hours, excluding Saturday, Sunday, or legal holidays, and shall also be recorded in the minutes of such meeting at which taken, which minutes shall be available for inspection at all reasonable times.

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.

Bylaws adopted: 2/12/98

Revised: 6/11/15

Eastford Board of Education

Series 9000

Bylaws

Board of Education Officers

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.
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/her absence and assist the chairperson as requested by him or her.

Bylaws adopted: 2/12/98

Revised: 6/11/15

Eastford Board of Education

Series 9000

Bylaws

Board of Education Officers

Secretary. The secretary 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.
3. supervise the clerk of the board's performance of duties.

Legal Reference: Connecticut General Statutes
10-218 Officers. Meetings.

Bylaws adopted: 2/12/98
Revised: 6/11/15

Eastford Board of Education

SHIPMAN

Series 9000
Bylaws

OFFICERS

[Local Board of Education Version]

1. The _____ Board of Education (the “Board”) shall, not later than one month after the date on which newly elected members take office, elect from its own members a Chairperson[, a **Vice-Chairperson**]* and a Secretary.
2. The votes of each member cast in such election shall be reduced to writing and made available for public inspection within forty-eight hours, excluding Saturday, Sunday, or legal holidays, and shall also be recorded in the minutes of such meeting at which taken, which minutes shall be available for inspection at all reasonable times.
3. If such officers are not chosen after one month from the date on which newly elected members take office because of a tie vote of the members, the town council, or, if there is no town council, the selectmen of the town shall choose such officers from the membership of the Board.
4. Officers shall hold their respective offices for ____ years, and until their successors are duly elected.
5. Should a vacancy arise in an office of the Board during the term of a Board officer’s service, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers. Such votes shall be reduced to writing, recorded, and made available for public inspection as described in Section 2, above.

*[*Note: By statute, local boards of education are required to elect only a Chairperson and a Secretary. Should a board wish to elect a Vice Chairperson, we suggest including the optional language above in bold and adopting a policy describing the duties of a Vice Chairperson. For your convenience, please refer to the policy entitled “Official Duties – Vice Chairperson.”]*

Legal Reference:

Connecticut General Statutes
10-218 Officers. Meetings.

ADOPTED: _____

REVISED: _____

10/18/2021

SHIPMAN

Series 9000
Bylaws

OFFICERS
[Regional Board of Education Version]

1. The _____ Board of Education (the “Board”) shall hold an organizational meeting in the month following the last election of its members held in the member towns in any calendar year at which time the Board shall elect by ballot from its membership a Chairperson, a Secretary, a Treasurer and any other officer deemed necessary.* In the case of a tie vote in the balloting for any officer, such tie shall be broke by lot.
2. Officers shall hold their respective offices for ____ years, and until their successors are duly elected.
3. Should a vacancy arise in an office of the Board, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers.

[*Note: By statute, neither local nor regional boards of education are required to elect a Vice Chairperson. Should a board wish to elect a Vice Chairperson, we suggest adopting a policy describing the duties of a Vice Chairperson. For your convenience, please refer to the policy entitled “Official Duties – Vice Chairperson.”]

Legal Reference:

Connecticut General Statutes
10-46(d) Regional board of education.

ADOPTED: _____
REVISED: _____

10/18/2021

SHIPMAN

**Series 9000
Bylaws**

OFFICIAL DUTIES - CHAIRPERSON

1. The Chairperson shall preside at all of the meetings of the _____ Board of Education (the "Board").
2. The Chairperson shall serve as the Board's spokesperson.
3. The Chairperson shall appoint the chair and members of all special committees.
4. The Chairperson shall serve as an ex officio member on all committees.
5. The Chairperson shall act as the Board's representative for the purposes of consultation with Board legal counsel when appropriate, and may authorize other Board members to consult with Board counsel when appropriate.
6. The Chairperson shall perform such other duties as may be delegated to the Chairperson by the Board.

ADOPTED: _____
REVISED: _____

10/18/2021



Series 9000
Bylaws

OFFICIAL DUTIES – VICE CHAIRPERSON

In the absence of the Chairperson, the Vice Chairperson shall assume and carry out the duties and responsibilities of the Chairperson.

[Note: This is an optional policy since the position of Vice Chairperson is not required by statute. Should a board wish to have a Vice Chairperson, however, we recommend that the following policy be adopted.]

ADOPTED: _____

REVISED: _____

10/20/2021

SHIPMAN

Series 9000
Bylaws

OFFICIAL DUTIES - SECRETARY

1. The Secretary of the _____ Board of Education (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 Connecticut General Statutes, the Board 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 Internet web site, if available, 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 at a duly convened meeting of the Board.
3. The Board Secretary shall also make provision that members of the Board are notified of all regular and special meetings.
4. The Board Secretary shall attend to the official correspondence of the Board.
5. The Board Secretary shall submit to the Town [*Regional School District Option: Towns comprising the school district*] at its [*Regional School District Option: their*] annual meetings a report of the doings of the Board.

Legal Reference:

Connecticut General Statutes

- | | |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1-225 | Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions |
| 7-3 | Warning of town and other meetings |
| 7-4 | Record of warning |
| 10-224 | Duties of the secretary |
| 10-225 | Salaries of secretary and attendance officers |

ADOPTED: _____

REVISED: _____

10/18/2021

Series 9000

Bylaws

Committees and Advisory Committees

- I. The Board shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board.
 - A. Such special committees shall submit their reports at such regular meetings of the Board as may be determined, and when such reports have been submitted and accepted by the Board, shall be discharged.
 - B. All special committee reports affecting Board policy shall be submitted in writing.
 - C. A special committee's only authority is to make recommendations to the Board regarding matters that have been referred to it, unless the Board specifically authorizes otherwise.
- II. An Executive Committee consisting of the Chairperson, the Vice Chairperson and the Secretary shall be a standing committee of the Board.
 - A. The Executive Committee shall meet with the Superintendent as requested by the Superintendent or as directed by the Chairperson to review matters related to administrative, personnel, pupil personnel, issues and general matters not requiring action of the Board as a whole.
 - B. Other responsibilities of the Executive Committee include:
 - (1) Long-Range agenda planning
 - (2) Facilitating communication between the Superintendent and Board members.
- III. The Chairperson shall appoint representatives of the Board of Education to boards, committees, or commissions following election of Board members in November. Such appointments shall be for two years or until discharge by the Chairperson, resignation of the appointed member or completion of the assigned function of the board committee of commission.
- IV. Standing Committees. As deemed necessary, the Board of Education may establish other standing committees from among its membership to make recommendations for

Bylaws adopted: 2/12/98

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Revised: 5/12/16

Series 9000

Bylaws

Committees and Advisory Committees

Board action. The following rules will govern the appointment and function of such committees which shall:

- A. be established through action of the Board of Education;
- B. have their members appointed by the Board chairman;
- C. be informed in writing at the time of committee formation of committee purpose, functions, and duties;
- D. make recommendations for Board action, but it may not act for the Board except in those instances where authority to act has been specifically delegated to the committee by the Board;
- E. be dissolved at the end of the Board's term or at any time by a vote of the Board.

The Board chairman and the Superintendent of Schools shall be ex-officio members of all standing committees.

- V. Ad Hoc Committees. Ad hoc committees may be created for special assignments. The same rules shall apply to special committees as apply to standing committees, except that they shall be dissolved immediately upon completion of an assignment. The Board chairperson and the Superintendent of Schools shall be ex officio members of all ad hoc committees.

Duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education.

- VI. Meetings of committees shall be posted in accordance with the Freedom of Information Act. A record shall be maintained by the chairperson of each committee of each meeting, which shall include the names of committee members in attendance, listing of topics discussed and committee recommendations.
- VII. The Superintendent shall notify all Board members of committee meetings.

Legal Reference: Connecticut General Statutes § 10-218 Officers. Meetings.

Bylaws adopted: 2/12/98

Revised: 6/11/15

Revised: 5/12/16

SHIPMAN

Series 9000
Bylaws

COMMITTEES

1. The _____ Board of Education (the “Board”) shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board.
 - A. Such special committees shall submit their reports at such regular meetings of the Board as may be determined, and when such reports have been submitted and accepted by the Board, shall be discharged.
 - B. All special committee reports affecting Board policy shall be submitted in writing.
 - C. A special committee’s only authority is to make recommendations to the Board regarding matters that that have been referred to it, unless the Board specifically authorizes otherwise, and such action conforms to the Connecticut General Statutes.
2. Meetings of committees shall be posted in accordance with the Freedom of Information Act. A record shall be maintained by the chairperson of each committee of each meeting, which shall include the names of committee members in attendance, listing of topics discussed and committee recommendations.
3. The Superintendent shall notify all Board members of committee meetings.
4. **[Optional: An Executive Committee consisting of the Chairperson, *[the Vice Chairperson]* and the Secretary shall be a standing committee of the Board.**
 - A. **The Executive Committee shall meet with the Superintendent as requested by the Superintendent or as directed by the Chairperson to review matters related to administrative, personnel, pupil personnel, issues and general matters not requiring action of the Board as a whole.**
 - B. **Other responsibilities of the Executive Committee include:**
 - (1) **Long-range agenda planning**

(2) Facilitating communication between the Superintendent and Board members.]

[Note: Although neither an Executive Committee nor the position of Vice Chairperson is required by statute, some boards may wish to include the optional provision for an Executive Committee as part of its Committee Policy. Also, if a board has a Vice Chairperson, that person is logically included on the Executive Committee.]

Legal Reference

Conn. Gen. Stat. § 10-218 Officers. Meetings

ADOPTED: _____

REVISED: _____

10/20/2021

Series 9000

Bylaws

Filling Vacancies on The Board

1. If a vacancy occurs on the Board of Education the remaining members of the Board shall fill such vacancy at a meeting or a special meeting convened for that purpose
2. A member resigning from the Board of Education should present or have presented, a letter of resignation to the Board of Education at a regular meeting.
3. Having accepted a letter of resignation, or having become aware of a vacancy created by means other than the resignation of a Board member, the Board of Education will schedule the election of a replacement at the next regular Board meeting or at a special meeting convened for such purpose.
4. Said election, made by the majority of the Board, shall be in effect until the next regular Town election, at which a successor shall be elected for the unexpired portion of the term. The official ballot shall specify the vacancy to be filled.

Legal Reference: Connecticut General Statutes

10-219 Procedure for filling vacancy on local board of education.

Bylaw adopted: 2/12/98
Bylaw revised: 12/10/15

Eastford Board of Education

SHIPMAN

Series 9000
Bylaws

FILLING VACANCIES ON THE BOARD *[Local Board of Education Version]*

1. **[Unless otherwise provided by charter or special act]** If a vacancy occurs on the _____ Board of Education (the “Board”), the remaining members of the Board shall fill such vacancy at a meeting or a special meeting convened for that purpose.
2. A member resigning from the Board should present, or have presented, a written letter of resignation to the Board Chair or at a regular meeting of the Board.
3. Having accepted a letter of resignation, or having become aware of a vacancy created by means other than the resignation of a Board member, the Board will schedule the election of a replacement at the next regular Board meeting or at a special meeting convened for such purpose.
4. Said election, made by the majority of the Board, shall be in effect until the next regular Town election, at which a successor shall be elected for the unexpired portion of the term. The official ballot shall specify the vacancy to be filled.

Legal Reference:

Connecticut General Statutes
10-219 Procedures for filling vacancy on local board of education

ADOPTED: _____
REVISED: _____

10/18/2021



SHIPMAN & GOODWIN LLP
COUNSELORS AT LAW

**Series 9000
Bylaws**

FILLING VACANCIES ON THE BOARD
[Regional Board of Education Version]

1. If a vacancy occurs on the _____ Board of Education (the “Board”), the vacancy shall be filled by the respective town, unless the vacancy is for the office of a board member elected at-large.
2. Any vacancy to be filled by the respective town shall be filled in accordance with either of the following procedures, as determined by the legislative body of the respective town under Section 10-46(a) of the Connecticut General Statutes.
 - a) Election by Town Meeting (Conn. Gen. Stat. § 10-46(b))
The town affected, at a town meeting called within thirty (30) days from the beginning of such vacancy, shall nominate and elect a successor to serve for the unexpired portion of the term.
 - b) Election by the Town Legislative Body (Conn. Gen. Stat. § 10-46(c))
The legislative body of the town affected shall elect a successor to serve until the next general election, at which time a successor shall be elected to serve any unexpired portion of such term.
3. If the vacancy is for a board member elected at-large, the vacancy shall be filled at a regional meeting of the voters of the entire regional school district called within thirty (30) days from the beginning of such vacancy. Such regional meeting shall be conducted in accordance with standard parliamentary practice and the procedures set forth in Conn. Gen. Stat. § 10-46(e). Any person who is an elector of any member town may vote at such regional meeting. A moderator shall be chosen to preside over such meeting and a majority of those present and eligible to vote at such meeting shall determine the manner in which any vote shall be taken. The moderator shall certify all results of the meeting to the Secretary of the State.
4. A member resigning from the Board should present, or have presented, a written letter of resignation to the Board Chair at a regular meeting of the Board.

Legal Reference:

Connecticut General Statutes

10-46 Regional board of education

ADOPTED: _____

REVISED: _____

10/18/2021

Series 9000

Bylaws

Transaction of Business

- A. The Board shall transact all business at a legal meeting of the Board.
- B. The Board shall act as a whole entity, except that a committee created in accordance with these bylaws may act on matters before it in conformity with the committee's purpose or charge.
- C. Individual members shall make no commitments for the Board or issue orders for the Board, except when executing an assignment delegated by the Board.
- D. The Board shall concern itself with questions of educational policy, and not with administrative details of the district's operations.

Bylaw adopted: 8/12/99

Revised: 02/11/2016

Eastford Board of Education

Series 9000

9141

Bylaws

Appointments of Representatives to the Woodstock Academy Board of Trustees

The Board of Education at its biennial organization meeting in November shall nominate one (1) of its members for membership to the Woodstock Academy Board of Trustees. The Superintendent of Schools will submit this nomination to the President of the Board of Trustees. The Board of Trustees will then elect the nominee to membership. If a member must be replaced, the same procedures will be followed as soon as possible.

Bylaw adopted: 8/12/99

Revised: 12/12/2019

Eastford Board of Education

Series 9000

Bylaws

Oath of Office

Members of the Board of Education shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes Section 1-25.

Legal Reference:

Connecticut General Statutes
10-218a Oath of Office

Bylaw adopted: January 14, 2016

Eastford Board of Education