

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

9124

Bylaws of the Board

Recording Secretary/Clerk

The Board of Education shall be staffed by an individual who will serve as Recording Secretary.

The Recording Secretary/Clerk 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/President, and reports of the Superintendent.

Legal Reference: Connecticut General Statutes
 10-218 Officers.
 10-224 Duties of secretary.
 10-225 Salaries of secretary and attendance officers.

Bylaw adopted by the Board: October 24, 2017