

# Greenwich Public Schools

## Board Officers, Committees, and Liaisons

G-002

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**Policy:** The Board shall operate under a specified structure of roles and responsibilities to organize and complete its work effectively, efficiently, and expeditiously.

**Board Officers.** The officers of the Board shall be a Chairperson, a Vice-Chairperson, and a Secretary. All officers of the Board shall hold office for a term of one year and until their successors are elected.

The Board shall elect officers within 30 days of an election or at its regular meeting in November, whichever is later. Each Board member shall cast a written ballot to elect officers. The Chairperson of the Board shall be elected first, at which time he/she shall take office. The Board shall then elect a Vice-Chairperson and a Secretary. Elections of officers shall require a written record vote by a majority of the Board. The written ballots shall be made available for public inspection within forty-eight hours, excluding Saturday, Sunday and legal holidays. The Board Secretary shall record the results of the election in the minutes of the meeting. Minutes shall be available for public inspection at all reasonable times.

In accordance with Connecticut State Statutes, if the Board has not elected a Chairperson and Secretary within one (1) month following Board member elections because of a tie vote, the Board of Selectmen of the Town of Greenwich shall appoint a Chairperson and Secretary from the Board membership.

a. **Chairperson**

The Chairperson shall preside at all meetings of the Board 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:

- i. Sign the instruments, acts, and orders necessary to carry out the requirements of the state and the will of the Board.
- ii. Consult with the Superintendent and others, as appropriate, in the planning of the Board's agenda.
- iii. Confer with the Superintendent on crucial matters that may occur between Board meetings and advise Board members of these crucial matters on a timely basis.
- iv. Appoint Board members to committees no later than January of any given year.

Call special Board meetings, as necessary.

- v. Speak for the Board at all times except as this responsibility is specifically delegated to others.
- vi. Be responsible for the orderly conduct of all Board meetings.
- vii. Serve as an ex-officio member of all Board Committees.
- viii. Assume such other duties as authorized by the Board.

As presiding officer at all Board meetings, the Chairperson shall:

- i. Call the meeting to order at the appointed time.
- ii. Announce the business to come before the Board in its proper order.
- iii. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
- iv. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
- v. Explain what the effect of a motion would be if it is not clear to every member.
- vi. Restrict discussion to the question when a motion is before the Board.
- vii. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
- viii. Put motions to a vote, stating definitely and clearly the vote and result thereof.

The Chairperson shall have the right, as other Board members have, to offer resolutions, to discuss questions, and to vote.

- b. **Board Vice - Chairperson** will act in place of the Chairperson when necessary and preside at meetings when the Chairperson is temporarily absent. The Vice-Chairperson cannot fill vacancies required to be filled by the Chairperson and does not serve as an ex-officio member of committees. The Vice-Chairperson's signature shall be an alternative signature on all legal documents requiring the signature of the Secretary or Chairman.

- c. **Board Secretary** shall keep, or cause to be kept, complete minutes of the proceedings of all Board meetings. The Secretary shall act in place of the Chairperson when necessary and preside at meetings when both the Chairperson and Vice-Chairperson are absent. The Secretary cannot fill vacancies required to be filled by the Chairperson and does not serve as an ex-officio member of committees.

### **Board Committees**

The Board may establish committees to study or to make recommendations about specific policy matters to the Board. All committees are advisory to the Board.

Board committees shall be composed of Board members appointed by the Board Chairperson. Appointments shall be recorded in Board minutes. The Superintendent and/or his/her designees shall be non-voting members of Board committees.

Committee meeting agendas shall be determined by the committee chairpersons and the Superintendent or the Superintendent's designee. All Board committees shall follow the provisions of the Freedom of Information Act as required by statute.

All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Superintendent's office and be distributed as soon as they are approved to Board of Education members.

**Standing Committees.** The Greenwich Board of Education shall have three standing committees: Executive Committee, Negotiations Committee and the Policy Governance Committee. Standing Committees shall be composed of three Board members each. The quorum for Board standing committees shall be two, unless otherwise provided in Policies of the Board.

**Executive Committee,** will be comprised of the three officers of the Board. The Executive Committee will manage the Superintendent's evaluation process and contract negotiations and will organize the Board's self-evaluations.

**Policy Governance Committee** will recommend to the Board new and revised policies. **Negotiations Committee** shall represent the interests of the Board of Education in the collective bargaining process. A quorum is two Board members. The Negotiations Committee shall recommend, and the Board shall approve, negotiating guidelines and shall keep the Board and the Superintendent informed of the progress of negotiations. The committee shall recommend Board action on a negotiated agreement.

The Negotiations Committee shall have the use of legal counsel during negotiations. The attorney shall serve as spokesperson during negotiations unless the Board of Education selects a committee member to fill that role.

The Board Chairperson, or his/her designee as ex-officio member, shall be included in the quorum and vote count in the event of absences of committee members.

The Board Attorney will prepare the minutes of the Negotiations Committee. These minutes will be available for review upon the conclusion of any negotiations.

**Advisory Committees or Task Forces.** The Board may establish advisory committees for limited time periods to make recommendations to the Board about specific and specified Board decisions. Committees shall be discharged when assignments are finished or by a majority vote of the Board. The Board shall review annually the purpose and membership of advisory committees that exist for longer than one (1) year. The recommendations of such committees are not intended to be binding on the Board of Education.

The Board Chairperson shall assign committee chairpersons and members. The Superintendent shall appoint staff members assigned to committees. The Superintendent, and/or his or her designee, shall be a non-voting member of Board advisory committees.

**Board Representatives and Liaisons.** The Chairperson may appoint representatives, alternates, or liaisons of the Board of Education to Town and organizational groups such as school building committees, Affirmative Action Advisory Committee, CAGE Legislative Assembly, Cooperative Educational Services, Distinguished Teacher Committee, Parks & Recreation Board, Greenwich Scholarship Association, United Way/Youth Services, PTA Council. Such appointments shall be for one year or until the discharge of the assigned function of said Board, Committee or Commission.

**Rationale:** Effective and efficient governance demands an internal organization structure that complies with legal requirements, clearly outlines the responsibilities of Board officers and committees, and provides for connection to community groups.

**Legal References:**

Connecticut General Statutes

- 01-7 through 1-21k Title I, Chapter 14, Freedom of Information Act
- 01-200 Definitions
- 01-225 Meetings of government agencies to be public
- 10-67 Definitions
- 10-69 Adult education
- 10-70 Rooms and personnel
- 10-71 State grants for adult education programs
- 10-71a State grants for adult education programs.  
Eligibility requirements
- 10-73a Adult education fees and charges; waivers.  
Adult education school activity fund
- 1 0-73b Grants for adult education services or programs conforming to state plan
- 10-73c State Board of Education administrative expenses for adult education
- 1 0-73d Request of certain students to attend adult education classes
- 10-153d Meeting between Board of Education and fiscal authority required. Duty to negotiate
- 10-153e Prohibited practices of employers, employees and representatives...
- 10-218 Officers. Meetings
- 10-224 Duties of secretary.
- 10-225 Salaries of secretary and attendance officers.
- 10-232 Restrictions on employment of members of boards of education.
- 10-291 Approval of plans and site
- 10-292 Review of plans
- Greenwich Town Charter, sec. 235
- Resolution Item No. 22 Representative Town Meeting Minutes, June 9, 1980

<b>Policy Adopted: May 26, 2005</b> <b>Policy Revised: April 24, 2008</b>	<b>Greenwich Public Schools</b> <b>Greenwich, Connecticut</b>
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