

**Executive Committee**

The Executive Committee of the Board of Education shall be comprised of the Chairperson, Vice-Chairperson, and Secretary. They shall be elected for a two year term, by majority vote from its members at the initial Board Organization Meeting as required by Bylaw 9410.

The purpose of the Executive Committee shall be limited to enhancing the orderly process of internal Board policies and procedures and in such other matters as organizing the annual Board evaluation of the Superintendent and organizing the process for annual Board self-evaluation and goal setting. The Executive Committee will work with the Superintendent to develop Board meeting agendas. Also, the Executive Committee will ~~set goals and~~ initiate the strategic planning efforts for the entire Board, including the review and development of the Board’s vision statement.

The Executive Committee shall not have the authority to take action on any matter that is appropriately the responsibility of the Board of Education in directing the Madison School District. It shall not represent the Board in any external discussion, action, or negotiation with any person, board, or organization that should appropriately be communicating with the Board of Education. It is recommended that the Executive Committee meet on a regular basis to maintain communication. It is the responsibility of the Chairperson to schedule and preside over these meetings.

**Chairperson**

The Chairperson shall serve as ex-officio member of all committees of the board, permanent and temporary; alternatively, the Chairperson may opt to designate another member of the Executive Committee to serve in this capacity. When the chairperson or Executive Committee designee serves as ex-officio member of any board committee, they will be a non-voting member, with the exception of superintendent search committees. unless another member of the executive committee is so designated by the Chairperson, provided that the Chairperson shall be a non-voting member of any committee of the board in which the Chairperson is serving solely in an ex-officio capacity. The Chairperson shall ~~serve as spokesperson for~~ make statements on behalf of the Board of

38 Education and represent the policies and decision of the Board in a responsible manner.

39 In addition, the Chairperson of the Board shall:

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- 41 • preside at all meetings of the Board;
- 42 • have a vote on all motions placed before the Board for action;
- 43 • sign such documents on behalf of the Board that require ~~his / her~~ their
- 44 signature;
- 45 • represent the Board in deliberations with other Boards, districts, or
- 46 agencies unless another member of the Board is so designated;
- 47 • call special meetings of the Board that ~~he / she~~ they may deem necessary as
- 48 well as those requested in writing by one-third of the members of the Board;
- 49 • select a member to keep minutes of the executive session should the
- 50 Secretary be unable to do so;
- 51 • serve as ex-officio non-voting member of all committees of the Board,
- 52 permanent and temporary, unless another member of the executive committee
- 53 is so designated by the Chairperson;
- 54 • appoint temporary officers, should an officer be removed or retire from office,
- 55 for a period of time not to ~~succeed~~ exceed six (6) weeks;
- 56 • appoint Board members to administrative committees and committees of other
- 57 agencies (*i.e.*: CABE, LEARN Regional Service Center); and
- 58 • ~~communicate, along with the Executive Committee, with the Superintendent~~
- 59 ~~on the formulation of agendas for Board meetings; schedule and preside at~~
- 60 ~~Executive Committee meetings; and~~
- 61 • appoint membership to temporary committees.

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63 **Vice-Chairperson**

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65 The Vice-Chairperson will have all the powers and duties of the Chairperson in ~~his / her~~  
66 their absence or during ~~his / her~~ their disability and such other powers and duties as the  
67 Board may from time to time determine. The Vice-Chairperson is required to attend a  
68 majority of regular and special meetings, Executive Committee meetings, and meetings  
69 of all assigned committees.

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71 **Secretary**

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73 The Secretary shall:

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- 75 • sign all payroll checks of employees of the Madison Board of Education;
- 76 • sign all other documents that require ~~his / her~~ their signature;

- 77 • be responsible for maintaining minutes of all Board meetings, in accordance
- 78 with the bylaws and generally by overseeing the accuracy of the minutes
- 79 prepared by district personnel provided to facilitate such minutes;
- 80 • preside over Board of Education meetings when both the Chairperson and
- 81 Vice-Chairperson are absent and assume such other powers and duties as the
- 82 Board may from time to time determine;
- 83 • attend a majority of regular and special meetings, Executive Committee
- 84 meetings, and meetings of all assigned committees;
- 85 • submit to the Town at its annual meetings a report of the doings of the Board.

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Legal Reference: Connecticut General Statutes Sec. 10-218, 10-243 and 1-25

Chairperson:  
Date of Adoption: 1/3/1972  
1st Revision: 3/21/1989  
2nd Revision: 1/3/1995

Vice-Chairperson:  
Date of Adoption: 1/3/1972  
1st Revision: 3/21/1989  
2nd Revision: 6/19/1990  
3rd Revision: 1/3/1995

Secretary:  
Date of Adoption: 3/21/1989  
1st Revision: 1/3/1995

Executive Committee:  
Date of Adoption: 3/21/1989  
Date of Revision: 1/3/1995  
Date of Revision: 10/29/2013

First Reading: November 10, 2020  
Second Reading: December 1, 2020