



# WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South  
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

## MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 16, 2022

RE: May 17 Regular Meeting:  
Consent Agenda: Accept Policies for 30-Day Review:  
9121, "Chairperson," 9122, "Vice-Chairperson," & 9123, "Secretary"

Based on this week's meeting of the Policy Committee, please find attached proposed revisions of Policies 9121, 9122, and 9123. On February 28, 2022, the Board of Education approved a revision of Policy 9110 based on Connecticut Public Act 21-1, which moved municipal elections to November rather than May; these proposed revisions will conform these policies to CT Public Act 21-2 as well. The proposed changes are represented in red.

**Bylaws of the Board**

**Chairperson**

A Chairperson of the Woodbridge Board of Education shall be elected by a majority of the members of the Board biannually at the **July** organizational meeting of the Board. There is no restriction on the number of terms a Board member may serve as Chairperson.

The Chairperson shall preside at all meetings of the Board, appoint committees, sign financial and other records of the Board, and perform such other duties as may be prescribed by law, State Department of Education regulations, or the action of the 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.
4. Appoint members to committees in accordance with Bylaws 9132 and 9133.
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.

The Chairperson of the Board may be removed as Chairperson by the affirmative vote of six (6) members taken at a duly constituted meeting for which the matter appeared as an agenda item.

- (cf. [9121](#) - Bylaws of the Board of Education Officers)
- (cf. [9132](#) – Standing Committees)
- (cf. [9133](#) – Special Committees)
- (cf. [9324](#) - Meeting Conduct and Parliamentary Procedure)

Legal Reference: Connecticut General Statutes

[10-218](#) Officers. Meetings.

[10-224](#) Duties of the Secretary.

[10-225](#) Salaries of Secretary and Attendance Officers.

Bylaw adopted by the Board: ~~October 17, 2011~~

**WOODBIDGE PUBLIC SCHOOLS**

Woodbridge, Connecticut

## Bylaws of the Board

### Vice-Chairperson

A Vice-Chairperson of the Woodbridge Board of Education shall be elected by a majority of the members of the Board bi-annually at the ~~July~~ organizational meeting of the Board. The Vice-Chairperson shall assume the duties of the Chairperson for the unexpired term in the event of a vacancy in that office and a new Vice-Chairperson shall be elected by a majority of all Board members to serve for the unexpired term.

In the absence or inability of the Chairperson, the Vice-Chairperson shall preside at Board meetings and shall perform such other duties of the Chairperson as necessary.

(cf. [9324](#) Meeting Conduct and Parliamentary Procedure)

(cf. [9121](#) Chairperson)

Legal Reference: Connecticut General Statutes

[10-218](#) Officers. Meetings.

[10-224](#) Duties of the Secretary.

[10-225](#) Salaries of Secretary and Attendance Officers.

Bylaw adopted by the Board: ~~October 17, 2011~~

**WOODBRIIDGE PUBLIC SCHOOLS**

Woodbridge, Connecticut

**Bylaws of the Board**

**Secretary of the Board**

A Secretary of the Board of Education shall be selected by a majority of the members of the Board bi-annually at the **July** organizational meeting of the Board.

In the absence of the Clerk of the Board, the Secretary shall record and maintain a record of all meetings and proceedings of the Board.

In the absence of the Chairperson and the Vice-Chairperson, the Secretary shall preside at Board meetings and perform such other duties as necessary.

(cf. [9324](#) - Meeting Conduct and Parliamentary Procedure)

(cf. [9121](#) - Bylaws of the Board of Education Officers)

Legal Reference: Connecticut General Statutes

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Woodbridge, Connecticut