

**SCOTLAND BOARD OF EDUCATION**  
**Bylaws of the Board**

**Office of the Secretary**

When the Chairperson and Vice-Chairperson are absent, the Secretary shall call the meeting to order. The first order of business shall be to elect a Chairperson Pro-Tempore. The secretary shall also be responsible for accurate records of the proceedings of the Board in the absence of a recording secretary and write personal correspondence when requested.

Legal Reference:       Connecticut General Statutes

10-218 Officers. Meetings.