

## OFFICERS

1. The Newtown Board of Education (the “Board”) shall, not later than one month after the date on which newly elected members take office, elect from its own members a Chairperson, a Vice-Chairperson and a Secretary. In the event of a tie vote, votes will be taken until a majority vote is achieved.
2. The votes of each member cast in such election shall be reduced to writing and made available for public inspection within forty-eight hours, excluding Saturday, Sunday, or legal holidays, and shall also be recorded in the minutes of such meeting at which taken, which minutes shall be available for inspection at all reasonable times.
3. Officers shall hold their respective offices for two years, and until their successors are duly elected. The Board shall organize biennially at the first regular meeting in December following the town election. The meeting shall be called to order by the Town Clerk who will serve as temporary Chairperson and shall preside until a chairperson has been elected.
4. Should a vacancy arise in an office of the Board during the term of a Board officer’s service, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers. Such votes shall be reduced to writing, recorded, and made available for public inspection as described in Section 2, above.

### Legal Reference:

Connecticut General Statutes  
10-218 Officers. Meetings.

ADOPTED: May 5, 2026

Newtown Public Schools  
Newtown, CT