

0131 - BYLAWS AND POLICIES

The Board of Education will exercise its rule-making power by adopting bylaws for the Board and policies for the organization and operation of the school district.

Adoption, Amendment, and Repeal

Any proposed adoption, amendment, or repeal of a bylaw or policy must be placed on the agenda for first reading at a regular or special meeting of the Board and must be approved by a majority of all Board members present and voting. The Board may finally adopt, amend, or repeal such proposed bylaw or policy at a second or subsequent reading, by a majority of those present and voting, at any meeting of the Board that occurs at least four or more weeks after the regular or special meeting at which the proposal is first placed on the Board's agenda and approved for first reading.

All members of the Board must be given written notice of the proposed adoption, amendment, or repeal of a bylaw at least ten days prior to the date of the meeting at which the bylaw proposal is first placed on the Board's agenda. Such ten day advance notice is not required for the adoption, amendment or repeal of a policy.

The Board may at its organization meeting and by a majority vote of those present and voting readopt existing bylaws and policies without prior notice in accordance with Policy 0154 (Annual Motions and Designations).

The Board may, by a majority of those present and voting, under emergency circumstances, suspend the operation of a bylaw or policy and adopt, amend, or repeal a bylaw or policy without prior notice. The emergency adoption, amendment, or repeal of a bylaw or policy will terminate at the next meeting of the Board or at such earlier date as may be specified by the Board unless further acted upon by the Board.

The adoption, amendment, repeal, or suspension of a bylaw or policy will be recorded in the minutes of the Board. Any bylaw or policy or part of a bylaw or policy that is superseded by a term in a negotiated agreement or by a subsequently adopted policy will no longer be in force and effect as a bylaw or policy.

Promulgation and Distribution

A manual of bylaws and policies will be maintained on-line. The Superintendent's designee will maintain both a master electronic and paper copy of the bylaw and policy manual. Access to the bylaws and policies should they not be available on-line, are available upon request.

The Superintendent's designee will institute administrative regulations providing a plan for the orderly promulgation of policies to staff members who are affected by them and will provide staff members with access to up-to-date Board bylaws and policies.

The manual of bylaws and policies will be considered a public record.

Development of Bylaws and Policies

Bylaws and policies will be developed by the Board in accordance with the following procedure:

1. the Superintendent will bring to the attention of the Board, the need for new or revised bylaws or policies as they arise.
2. the Superintendent will advise the Board of policy-writing by the staff, projected for the next academic year.
3. the Superintendent will regularly bring selected existing bylaws and policies to the attention of the Board for its review. The selection will be made with a view to:
 - a. reviewing related policies together; and
 - b. reviewing existing bylaws and policies at least once every six years;
4. individual Board members may propose new or revised bylaws or policies or seek the approval of the Board to direct the staff to write or re-write particular policies.

All bylaws and policies will be reviewed by the Board Policy committee in accordance with the six-year review cycle. Bylaws and policies reviewed during the six-year cycle, for which no changes are recommended, shall be marked "reviewed" with the date of review. The Policy Committee shall note "reviewed" bylaws and policies to the Board at a scheduled regular Board meeting. Such bylaws and policies shall be listed on the agenda and noted in the minutes of the Board meeting.

Proposal for new or revised bylaws and policies will be considered by the Board in accordance with the following procedures:

1. a suggestion for a new or revised bylaw or policy may be referred, at the discretion of the Board and as appropriate to the subject, to the Superintendent, a Board committee, or a public advisory committee for study and formulation of a recommendation to the Board. Any study of a bylaw or policy suggestion should consider whether the matter is adequately addressed in an existing Board bylaw or policy and whether the matter is more appropriately addressed by administrative regulation.

2. if a recommendation for a new or revised bylaw or policy results from referral for study, a proposed draft will be submitted to the Board for discussion and approval on first reading. Copies of the proposed draft will be made available to staff members and the public, and comments will be invited. Changes in the draft may be made, by a simple majority vote of those present and voting, when the draft is presented for approval on first reading.
3. the proposed bylaw or policy draft, approved on first reading, will be submitted for adoption four or more weeks after the regular or special meeting at which the bylaw or policy is first placed on the agenda and approved for first reading. Changes in the draft may be made by a simple majority vote of those present and voting. A change that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at the next succeeding Board meeting. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw or policy on second reading.

Except for policy actions taken in emergencies, the process of adoption of Board bylaws and policies will extend over two or more regular or special meetings of the Board, and will include the following:

1. announcement and distribution of proposed new or revised bylaws or policies as items of information.
2. opportunity offered to citizens to react to bylaw or policy proposals.
3. discussion and final action by the Board on bylaw or policy proposals.

The final vote on adoption will be taken four or more weeks after the regular or special meeting at which a bylaw or policy proposal is first placed on the agenda.

1. Prior to enactment, all bylaw or policy proposals will be titled and coded in conformance with the codification system used in the Board bylaw and policy manual.
2. Bylaws, policies and amendments adopted by the Board will be attached to and made a part of the minutes of the meeting at which they are adopted and will also be included in both the master electronic and paper copy of the district's bylaw and policy manual.
3. Bylaws, policies and amendments will be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

N.J.S.A. 18A:11-1

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