

## **0151 ORGANIZATION MEETINGS**

The Westfield Board of Education shall hold two organizational meetings annually. The organizational sessions will be held at regular board meetings beginning not later than 8 p.m. on a day appointed by statute or by board-adopted calendar. If an organization meeting cannot take place on the appointed day because of lack of a quorum or for any other reason, the meeting shall be held within three days thereafter.

### **January Organizational Meeting**

The January organizational meeting for reorganization of membership of the board shall be called to order by the board secretary/business administrator, who shall act as temporary chairperson. The board secretary/business administrator or designee will administer the oath of office to new board members and will thank the outgoing members of the board for their service.

The board shall proceed to the election of a president in accordance with Policy 0152. The newly elected president shall immediately become chairperson; the board shall then elect a vice president. A majority vote of the members of the board present and voting shall be necessary for election.

Therefore, at the business organization meeting, the board shall:

- A. elect a president;
- B. elect a vice president;
- D adopt rules of order; and
- C. establish committees of the board if other than those specified in the bylaws. The president will appoint the members and chairpersons, and may revise the assignments during the course of the year in the interests of efficiency.

### **Organizational Meeting for Business and Academic Affairs**

The organizational meeting for business and academic affairs shall be held on a date set by the Board near the end of the fiscal and academic year, normally to be held in May, June or July, to establish the business and academic arrangements for the fiscal year that begins July 1. The Board president will preside at the organizational meeting for business and academic affairs. At the business organization meeting, the Board shall appoint a Board secretary if the incumbent is not tenured.

Therefore, at the business and academic affairs organization meeting, the Board shall:

- A. appoint a Board secretary for the new fiscal and academic year;
- B. adopt curriculum guides and courses of study;
- C. adopt textbooks;
- D. designate a depository(ies) for school funds and modify the signatories if necessary;
- E. appoint the following personnel if not tenured:
  - 1. Attorney to the Board
  - 2. Auditors to the Board
  - 3. Attendance officers
  - 4. School physician/medical examiner
  - 5. Compliance personnel
- F. adopt any mandated plans;
- G. review and adopt the annual meeting schedule to conduct the business of the Board, and revise if necessary for efficient operation of the board;
- H. adopt Board policies, by-laws, rules and regulations;
- I. designate at least two local media outlets accessible within the district;
- J. designate liaisons to:
  - 1. NJ and County School Boards Association;
  - 2. local Parent Teachers/Association;
  - 3. mayor and council; and
  - 4. other groups as the Board deems necessary
- K. designate a representative (a board member or chief school administrator) to serve as a member to the Representative Assembly of the County Educational Services Commission;

- L. modify the signatories for financial matters, if necessary or desirable; and
- M. approve any professional services contract for which there is a motion to approve, a second, and a majority vote of the board members present and voting.

N.J.S.A. 18A:10-3

N.J.S.A. 18A:10-4

N.J.S.A. 18A:10-5

N.J.S.A. 18A:15-1

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