

0164 CONDUCT OF BOARD MEETINGS

Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his or her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

Agenda

The Superintendent of Schools, in consultation with the President of the Board, shall prepare the agenda which shall be transmitted to each member of the Board no later than forty-eight hours prior to each meeting of the Board, the Committee of the Whole, and any other committee meeting to be attended by five or more Board members. The Superintendent of Schools and the President of the Board may add items to the agenda within forty-eight hours of any meeting when they consider such addition to be in the interest of the Board. Notice of such additional items shall be given as soon as practical.

Any member of the Board may submit items in writing for the agenda to the secretary of the Board before 4 p.m. on Thursday preceding a meeting of the Board or the Committee of the Whole. Any committee member may submit items for the agenda of a committee meeting. Necessary background information shall be supplied to the Board Secretary for distribution to all Board members.

The order of business shall be as follows:

1. Opening of meeting by the Chairperson
2. Roll call of members
3. Flag salute
4. Announcements
5. Recognition of public for comments and questions regarding agenda items
6. Superintendent's Report
7. Approval of minutes
8. Action on Personnel Items
9. Report of Facilities Committee
10. Report of Long Range Planning Committee
11. Report of Policies Committee
12. Report of Curriculum, Instruction and Programs Committee
13. Report of Finance Committee
14. Notes for the Record
15. Legislation
16. Unfinished Business
17. New Business
18. Ad Hoc Committee Reports
19. Liaison Reports
20. Recognition of public for comments and questions
21. Private Session
22. Adjournment

N.J.S.A. 10:4-10
N.J.S.A. 18A:16-1.1

Approved: March 7, 2000
Approved: March 3, 2011
Reviewed: April 15, 2013
Reviewed: November 19, 2019