

0164 CONDUCT OF BOARD MEETINGS

Parliamentary Authority

Roberts' Rules of Order Newly Revised, 12th Edition, 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 of the Board of Education shall preside over 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 presiding officer 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 Board Leadership and the Board Secretary, shall prepare the agenda of presentations, reports and actionable items of business to come before the Board at each meeting. The agenda shall be posted to the official file storage platform of the Board, and notice of such posting shall be transmitted via district operated electronic communications to each member of the Board no later than forty-eight hours prior to each meeting of the Board and any committee meeting to be attended by five or more Board members.

Addenda

The Superintendent of Schools and the President of the Board may add items to the agenda, at any time following the distribution of the agenda and prior to the start 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 practicable.

Board Member Submissions

Any member of the Board may submit items in writing for inclusion on the agenda to the secretary of the Board no later than 12 p.m. on the Thursday preceding a meeting of the Board. Such requests shall be limited to actionable items and shall not command or direct the administration or staff to prepare or present any materials related to the request. All necessary background information and supporting documentation shall be attached to the request to the Board Secretary for distribution to all Board members along with the agenda.

Board Member Responsibility

Board members are responsible for reading the agenda and supplemental materials, including all addenda and attachments, prior to the meeting. All efforts shall be made to seek clarification of agenda items and request any additional documentation with the Board President, Superintendent, Business Administrator, Assistant Superintendent or Committee Chairperson, as applicable, prior to the meeting.

The order of business shall be as follows:

1. Opening of meeting by the Chairperson
2. Roll call of members
3. Flag salute
4. Executive Session
5. Announcements
6. Report by District Administration
7. Board Committee Reports:
 - a. Report by the Curriculum, Instruction and Programs Committee Chairperson
 - b. Report by the Facilities Committee Chairperson
 - c. Report by the Finance Committee Chairperson
 - d. Report by the Long Range Planning Committee Chairperson
 - e. Report by Negotiations and Personnel Committee Chairperson
 - f. Report by the Policies, Legislation and Governance Committee Chairperson
 - g. Report by the Technology and Communications Committee Chairperson
 - h. Report by the chairpersons of other standing board committees, committees of the whole, ad-hoc committees and/or any informal advisory committees.
8. Recognition of public for participation via limited-purpose comment session related to agenda **action** items
9. Approval of minutes of prior Board meetings and executive sessions

BYLAWS
0164
Conduct of Board Meetings

Page 3 of 3

10. Board Action Agenda:

- a. Action on Governance Items
- b. Action on Personnel Items
- c. Action on Finance **and Facilities** Items
- d. Action on Policy **and Legislation** Items
- ~~e. Action on Legislation Items~~
- e. Action on Curricular, Instruction and Program Items
- ~~f. Action on Instruction and Program Items~~
- ~~g. Action on Facilities Items~~
- ~~h. Action on Communications and Technology Items~~
- f. Action on items from other standing committees, committees of the whole, ad-hoc and/or informal advisory committees that do not fall under the domain of another section

11. Notes for the Record

12. Unfinished Business

13. New Business

14. Liaison Reports

15. Recognition of public for participation via general-purpose comment session on any topic

16. Executive Session

17. 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

First Reading: October 5, 2021

Second Reading:

0167 – PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public comment at every public meeting. The Board shall make and promulgate necessary and proper rules governing public participation in Board meetings, and shall retain the right to waive, amend or rescind any such rules in accordance with the Board's Bylaws and Policies.

Public Comment Sessions:

Public participation shall be permitted only as indicated on the order of business in Board Bylaw 0164 (Conduct of Board Meetings). The Board designates three classifications of public comment session: general purpose, limited purpose and special purpose.

1. A general-purpose unrestricted comment session shall be designated on the agenda of all Board meetings in accordance with the Open Public Meetings Act.
2. A limited-purpose public comment session shall be designated on any Board meeting agenda with action items. Comments made during the limited purpose session shall be restricted exclusively to items **listed** on the public Board meeting agenda **for action**.
3. A special-purpose comment period shall only be authorized when, in the judgment of the presiding officer, a specific agenda item is believed to generate outsized public interest. The special-purpose comment period shall coincide with the relevant section on the agenda, before any board vote on the specific item, and any such designation may be indicated on the posted agenda or may be verbally announced at any time during the Board meeting. Upon the designation of a special-purpose comment period, no public comments related to that agenda item may be made during any comment period dedicated to general agenda items.

All persons receiving permission to address the Board shall confine their remarks to those matters that properly relate to Board of Education business or which come under the jurisdiction or the authority of the Board. In any event that a speaker before the Board becomes abusive or disrespectful or otherwise resorts to statements which may be considered discourteous or libelous, the presiding officer may in the exercise of his/her judgment summarily terminate the time allotted to the speaker.

Public Participation in Board MeetingsVirtual Meetings:

In the event the Board is conducting a virtual Board meeting, pursuant to Board Bylaw 0170 (Virtual Board Meetings), sufficient mechanisms shall be provided to ensure that the rights of the public to view and participate in the Board meeting and the right to submit public comments to the Board during the designated portions of the meeting agenda are maintained, to the greatest extent practicable.

Public participation during Board meetings shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by a statement of his/her full legal name, street address, municipality of residence, any applicable group affiliation, and the subject of their remarks;
2. Each statement shall be limited to a maximum of three minutes in duration, no speaker may yield remaining time to another speaker or to a subsequent comment period;
3. No participant may speak more than once during any public comment period and no participant may speak more than twice during the same meeting;
4. All comments, statements, or inquiries must be directed to the President of the Board of Education or other presiding officer. Any comments, statements or inquiries directed by a participant to another Board member, Superintendent, Business Administrator or district personnel shall be redirected to the presiding officer, who shall determine if such comment, statement or inquiry shall be addressed by the presiding officer on behalf of the Board, by the individual Board member, or by the Superintendent or Business Administrator on behalf of the district, acknowledging that not all comments, statements or inquiries can be addressed adequately at the time, and that an immediate response is not required;
5. All public comments shall be governed by the following rules of decorum:
 - a. Comments directed at members of the audience will not be permitted;
 - b. Public criticism of individual staff members will not be permitted;
 - c. Public comments regarding or identifying specific students, parents or community members will not be permitted;
6. The Board or committee reserves the right to immediately move into recess or move into executive session, as applicable, and/or adjourn the meeting any time the public does not accept directions from the presiding officer of the meeting;

Public Participation in Board Meetings

7. The Board is authorized to utilize video and audio recording devices at any meeting, is authorized to broadcast such recordings on television or via internet platforms, and the presiding officer is not obligated to specifically announce this information;
8. The use of recording devices, photography equipment, television cameras, and ancillary equipment by the public and press are permitted provided such intended use is disclosed to the presiding officer prior to the start of the meeting and if in the judgment of the presiding officer their activities do not interrupt or detract from the orderly conduct of the meeting; and
9. The presiding officer may:
 - a. Interrupt, warn, and/or terminate a participant's question, statement, or inquiry when the statement is too lengthy;
 - b. Interrupt, warn, and/or terminate a participant's question, statement, or inquiry when the statement is abusive, obscene, or may be defamatory;
 - c. Interrupt, warn, and/or terminate a participant's statement when such statement is in regards to a dispute that is subject to remediation by an alternate method provided for in the policies or contracts of the Board.
 - d. Direct district personnel to mute the participant's microphone upon the expiration of the allotted comment period, and/or if a violation of this policy occurs;
 - e. Expel any person from the meeting when that person does not observe reasonable decorum, refuses any lawful request of the presiding officer regarding the conduct of meetings, and/or willfully or repeatedly violates any Board policy, regulation or rule during the Board meeting;
 - f. Summon the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting;
 - g. Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and

Public Participation in Board Meetings

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- h. Waive any of these rules and/or impose any necessary additional rules, at any point during the meeting, subject to Board consent, when necessary for the safety of Board members, district personnel or members of the public, protection of confidential and private information, or to maintain an orderly operation of the Board meeting, provided that any such rules shall be temporary in nature and shall expire at the end of the current Board meeting.

N.J.S.A. 2C:33-8

N.J.S.A. 10:4-12

Board Bylaw 0164 – Conduct of Board Meetings

Board Bylaw 0170 – Virtual Board Meetings

Approved: March 7, 2000

Revised: December 2, 2008

Reviewed: May 29, 2013

Revised: January 7, 2020

Revised: April 28, 2020

First Reading: October 5, 2021

Second Reading: