

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/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 or his/her designee 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 and School Business Administrator/Board Secretary shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be previewed by the Board President for input and delivered to each Board member typically no later than two days before the meeting and shall include such reports and supplementary materials as are appropriate and available. The agenda shall also be made available to the media, community members, staff and others upon request.

The order of business shall be as follows unless altered by the members present:

- Call to order
- Special Presentations
- Approval of Minutes
- Business Administrator/Board Secretary's Report
- Superintendent's Report
- Assistant Superintendent's Report on Curriculum and Staff Development
- Committee reports

Public Comments
Board Actions
Motion to Convene in Executive Session
Public Comments
Items for Discussion
Adjournment
Private Session

Items for discussion suggested by any Board member or staff member may be included at the discretion of the Board President in consultation with the Superintendent in closed Executive Session. It is requested that four days notice be provided whenever possible. Items not on the agendas may be discussed if they are emergent and/or agreed upon by a majority of the Board present.

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

Adopted: 23 September 2008