

District Policy

0164 - CONDUCT OF BOARD MEETING

Section: Bylaws

Date Created: June 2022

Date Edited: June 2022

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 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 Board President and the Superintendent shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than ~~two~~ **four calendar** days before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The order of business shall be as follows:

Announcement of notice

- 1. Call to order**
- 2. Flag Salute**
- 3. Roll Call**

4. Public Announcement
5. Report from the Superintendent of Schools or Report from Board President
 - a. Alternates
6. Public Work Session
 - a. Committee Reports reported monthly
7. Public Discussion (Agenda items only)
8. Resolutions
 - a. Consent Agenda with resolutions separated as requested
9. Suspension Report
10. Public Discussion (Any Item)
11. BOE Comment
12. Private Work Session Time (If applicable)
13. Adjournment

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

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

Adopted: 07 June 2022