

CONDUCT OF BOARD MEETING

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 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 the Friday prior to the meeting and shall include such reports and supplementary materials as are appropriate and available.

The order of business shall be as follows:

Agenda – Action Meeting

- A. Call to Order
- B. Announcement of Notice
- C. Roll Call
- D. Flag Salute
- E. Routine Matters
 - a. Education Report/Presentation
 - b. Approval of the Minutes of the Agenda/Regular Meeting
 - c. Board of Education Committee Reports
- F. Old Business
- G. New Business - Action Items - Liaison Areas

CONDUCT OF BOARD MEETING (continued)

- H. Routine Items
 - a. Policy
 - b. Educational Programs
 - c. Finance and Business
 - d. Buildings and Grounds
 - e. Community Relations
 - f. Planning
 - g. Legislative Action
- I. Discussion Items
 - a. Policy
 - b. Educational Programs
 - c. Finance and Business
 - d. Buildings and Grounds
 - e. Community Relations
 - f. Planning
 - g. Legislative Actions
 - h. Employee Relations
- J. Other Matters for Consideration
- K. Information and Proposals – Non-active
- L. Advance Planning
- M. Public Questions and Comments
- N. Executive Session, If Needed

- O. Adjournment

Reviewed: December 14, 2011

Adopted: February 8, 2012

Legal References:

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

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