

## 0131 BYLAWS, POLICIES, AND REGULATIONS

The Board of Education shall exercise its rule-making power by adopting, revising, and abolishing bylaws, policies, and regulations for the organization and operation of the school district.

“Regulations” for the purpose of this Bylaw are only those regulations that are required to be adopted by the Board, except as used in the “Implementation of Policies Requiring a Regulation” section below.

### Adoption, Amendment, and Repeal

Bylaws, policies, and regulations may be adopted, and revised at any meeting of the Board, provided the proposed adoption, or revision has been approved at a previous meeting of the Board.

Bylaws, policies, or regulations may be abolished at any meeting of the Board

**X provided the proposed abolishing of the proposed bylaw, policy, or regulation has been approved by the Board at a previous meeting of the Board.**

\_\_\_without the proposed abolishing of the proposed bylaw, policy, or regulation being approved by the Board at a previous meeting of the Board.]

The Board shall at its organization meeting or annually at a meeting of the Board and by a majority vote of those present and voting, readopt existing bylaws, policies, and regulations without prior notice.

The Board may, under emergency circumstances, suspend the operation of a bylaw, policy, or regulation and adopt, revise, or abolish a bylaw, policy, or regulation without prior notice. The emergency adoption, revision, or abolishment of a bylaw, policy, or abolishment shall terminate at the next meeting of the Board or at such earlier date as may be specified by the Board unless further acted upon by the Board in accordance with this Bylaw.



The adoption, revision, abolishment, or suspension of a bylaw, policy, regulation shall be recorded in the minutes of the Board. Any bylaw, policy or regulation that is superseded by a term in a negotiated agreement or by subsequently adopted bylaw, policy, or regulation shall no longer be in force and effect as a bylaw, policy, or regulation and shall be abolished by the Board in accordance with this Bylaw.

## Promulgation and Distribution

A manual of bylaws, policies, and regulations shall be maintained. A copy of the manual of bylaws, policies, regulations shall be made available and accessible to each Board member, the Superintendent, the School Business Administrator/Board Secretary, and the Board Attorney, each building principal, and other individuals designated by the Superintendent.

The Superintendent shall institute a plan for the orderly promulgation of policies to staff members who are affected by them and shall provide staff members with access to an up-to-date manual of Board bylaws, policies, and regulations.

Each copy of the manual of bylaws and policies shall be numbered; a record of the placement of each manual shall be maintained by the Superintendent.

Copies of revised pages will be furnished to the holders of manuals as changes are made to bylaws and policies. The holder of a policy manual shall return the manual to the Board Secretary upon the termination of his or her service to the district.

The manual of bylaws, policies, and regulations shall be considered a public record open to inspection in the office of the Superintendent. The manual retained by the Superintendent shall be considered the master copy of the policy manual and shall not be modified by any person other than the Superintendent or his or her designee.

## Consideration of Bylaws, Policies, and Regulations

Bylaws, policies, and regulations will be considered by the Board in accordance with the following procedure:

1. A recommendation for a new or revised bylaw, policy, or regulation shall be recommended to the Board and/or Superintendent;



2. A recommendation for a new or revised bylaw, policy, regulation may be referred, at the discretion of the Board President and as appropriate to the subject, to the Superintendent, a Board committee, or a public advisory committee for study and formulation of a recommendation to the Board. Any study of a new, or revised recommended bylaw, policy or regulation will consider whether the matter is adequately addressed in existing Board bylaw, policy or regulation;
3. If a recommendation for a new or revised bylaw, policy, or regulation results from referral for study, a proposed draft will be referred to the Superintendent and at the discretion of the Board President and as appropriate to the subject, to a Board Committee.
4. All proposed new and revised bylaws, policies, and regulations shall be submitted to the Superintendent. The Superintendent or designee will review all new and revised draft bylaws, policies, and regulations prior to the Board receiving a draft of new or revised bylaws, policies, or regulations for Board consideration;
5. The proposed draft, approved on first reading, will be submitted for adoption at the next regular meeting of the Board. Changes in the draft may be made by a simple majority vote. A change that alters the substantive meaning of the draft will constitute a new first reading, and the draft will be presented for adoption at a succeeding Board meeting. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw or policy on second reading.

### Implementation of Policies Requiring a Regulation

The Superintendent shall, within 120 days of the adoption by the Board of a new or updated bylaw or policy that explicitly requires or references an accompanying regulation, create a proposed draft of such a regulation in accordance with the requirements of the policy, except to the degree that an existing regulation for that bylaw or policy continues to satisfy its requirements.

For regulations that require Board approval, that regulation shall be submitted for consideration by the Board in accordance with this bylaw; for regulations that do not require Board adoption, the Superintendent shall take the appropriate steps



# POLICY

to adopt and promulgate that regulation within or immediately at the conclusion of the above 120 day period.

The absence of a regulation will not prohibit, inhibit, or otherwise delay enforcement of any policy where a regulation is required or recommended. In such cases where a regulation is not yet promulgated or is pending, the Superintendent or their designee shall implement any such policies consistent with the plain language and intent of the policies.

N.J.S.A. 18A:11-1

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