

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

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Conduct of Board Meetings

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 consistent 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 First Vice President shall act in ~~his or her~~their place. If neither the President nor the First Vice President is present, then the Second Vice President shall preside. If no officer 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.

Type of Board Meetings

Pursuant to the Open Public Meetings Act, the Board may schedule three types of meetings: regularly scheduled public meetings, special meetings and emergency meetings. Regularly public meetings are scheduled and noticed at the organization meeting at the beginning of the Board year. Special meetings require public notice at least 48 hours prior to the scheduled meeting. The public notice must state specifically what topics will be discussed and whether action will be taken. The presiding officer shall commence each adequately noticed meeting by announcing that adequate notice has been provided and specifying the time, place and manner of the notice.

Emergency Meetings

When adequate public notice cannot be provided, the Board may conduct an emergency meeting if the following requirements are met. When adequate notice has not been provided, the presiding officer shall so state, and additionally state:

1. the nature of the matter which impels the calling of a meeting without adequate notice; and
2. the nature of the substantial harm to the public interest likely to result from a delay in holding the meeting; and

3. that the meeting will be limited to discussion of and action on the matter described in #1 and #2 above; and
4. the time, place and manner in which some notice of the meeting has been provided; and
5. either of the following:
 - a. that the need for such a meeting could not reasonably have been foreseen at a time when adequate notice could have been provided and why this was so, or

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- b. that such need could reasonably have been foreseen in time for adequate notice, but nevertheless, such notice was not provided and the reasons why.

Statements concerning the provision of adequate notice, or the lack thereof, shall be entered into the minutes of the meeting.

Agenda

The Superintendent or designee, the Board Secretary and the Board President 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 ~~seven-three (3)(7)~~ calendar days before the meeting and shall include such reports and supplementary materials as are appropriate. Fiscal and personnel resolutions may be added or updated as needed prior to the meeting; changes shall be clearly marked. The Board President may authorize any extraordinary exceptions to the ~~sevenththree~~-day requirement. The Board shall follow the order of business set up by the agenda unless the order is altered by the consent of the majority of the members present and voting.

Items of business suggested by any Board member, staff member, or citizen of the district may be included at the discretion of the Superintendent and Board President. The Board President shall place on the agenda any item of business suggested by two or more Board members, provided that it does not require the preparation of supporting documentation.

Provision may be made for the introduction of business not on the agenda when the matter is of such urgency or wide interest that delaying consideration of it to the next meeting would not be in the public interest, or when it is necessary to bring closure to an issue or to give direction to the administration and delaying such would not be in the interest of efficient running of the meeting or efficient administration. Such an issue may be brought forward by a motion of a Board member, a second and a majority vote by attending members of the Board.

The order of business for a regularly scheduled public meeting shall be as follows:

REGULAR BOARD MEETING

Call to Order

Announcement of Notice

Pledge of Allegiance

Roll Call

Board Recognition

Approval of Board Minutes

Board President Statement

Superintendent Monthly Update

Presentations

Presidents Update

Student BOE Representative Update

Hearing of Individuals and Delegations

Discussion

Action Items

Hearing of Individuals and Delegations

New Business

Notice of Future Public Board Meetings

Adjournment

~~Call to Order~~

~~Announcement of Notice~~

~~Roll Call~~

~~Pledge of Allegiance~~

~~Approval of Minutes~~

~~Hearing of Individuals and Delegations~~

~~Presentations~~

~~Action Items~~

~~New Business~~

~~Hearing of Individuals and Delegations~~

~~Future Public Board Meetings~~

~~Adjournment~~

In addition to its regularly scheduled public meetings, the Board may meet in public workshop session or adjourn to closed session for purposes outlined in Bylaw 0166. The order of business for these publicly noticed meetings of the Board shall be as follows:

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SPECIAL BOARD MEETING/RETREATS

Call to Order

Announcement of Notice

Pledge of Allegiance

Roll Call

Board President Statement

Hearing of Individuals and Delegations

Workshop Session or Adjournment to Closed Session

Return to Public Session from Closed Session

Action Items

Hearing of Individuals and Delegations

Notice of Future Public Board Meetings

Adjournment

~~Call to Order~~

~~Announcement of Notice~~

~~Roll Call~~

~~Workshop Session or Adjournment to Closed Session~~

~~Return to Public Session from Closed Session~~

~~Action Items~~

~~Adjournment~~

Request to be Placed on Presentations Section of Board Agenda

Any person desiring to be placed formally on the Board of Education Agenda shall give notice of the request by contacting the Secretary of the Board in writing. Notice shall be given at least seven days prior to a regularly scheduled meeting of the Board.

The notice shall set forth a description of the topic or subject to be discussed, the length of time required and identify any audio-visual or other equipment necessary for the presentation. A person's presentation shall be limited to fifteen minutes unless otherwise approved by the Board Chairperson.

The Board President has discretion on whether to grant a person's request to be placed on the agenda. The individual will be so informed several days prior to the Board meeting.

If a request is granted, the person shall address the Board during the formal "Presentations" section of the Board meeting.

Any person wishing to address the Board to register a concern, seek a service or ask for a change of service should sign up for the "Hearings of Individuals and Delegations" section of the agenda and follow the procedures established in policy 0167, Public Participation in Board Meetings.

Development of Changes to District Operations

Any major new change to district operations requiring Board approval may be adopted at any meeting of the Board, provided the proposed adoption has been proposed and discussed at a previous meeting of the Board. The Board President, in consultation with the Superintendent, shall determine whether a proposed resolution is a "major change to district operations."

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

Cross References: 0161, 0166, 0167, 0171

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