

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

A Board meeting occurs anytime a quorum of Board members is present discussing or intending to discuss or act on Board business, unless such meeting is attended by or open to members of three or more boards of education. Pursuant to the Open Public Meetings Act, the Board may schedule three types of meetings: ~~regularly~~-scheduled ~~public~~-monthly meetings, special meetings and emergency meetings. ~~Regularly~~ ~~public~~Scheduled monthly 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 ~~seven~~ three-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 ~~resident citizen~~ of the district may be included at the discretion of the Superintendent and Board President, recognizing that any departures from the annual agenda may detract from the goals set by the Board. 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. Board members shall email the executive committee to request an item be added to the agenda.

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~~-monthly 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 Statement
Superintendent Monthly Update
Presentations
President's 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 monthly public meetings, the Board may meet in special meetings or retreats~~public workshop session~~ or adjourn to closed session for purposes outlined in Bylaw 0166, Executive Sessions. The order of business for these publicly noticed special meetings of the Board shall be as follows:

SPECIAL BOARD MEETING/RETREATS

Call to Order
Announcement of Notice
Pledge of Allegiance
Roll Call
Board 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~~President.

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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