

## 0164 CONDUCT OF BOARD MEETING

### Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern all deliberations and actions of the Board of Education except for situations in which the application of Roberts' Rules of Order is 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 designated by a plurality of those present shall 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 or designee 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 (2) 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:

Call to order

Roll call

Announcement (Article VI, 5)

Approval of minutes

Correspondence

Board Secretary's report

Committee reports

Superintendent's report

**Student representative report**

Review of consent agenda

Review of other resolutions removed from the consent agenda or newly introduced resolutions (also referred to as "off-consent" agenda)

**Privilege of the floor for agenda items only**

Approval of consent agenda, other resolutions removed from the consent agenda, if any, and newly introduced resolutions, if any

**Privilege of the floor for any other items**

**New/old business**

Adjournment



The Board Secretary shall prepare for each meeting in public session a consent agenda consisting of those resolutions upon which the Board is generally unanimous in its approval.

The resolutions presented for the consent agenda shall be mailed or delivered so that each Board member will have received the agenda at least two (2) days in advance of the regular meeting date and hour.

At the public meeting of the Board, the Board Secretary shall present for approval by unanimous consent those resolutions identified as the consent agenda. The Board President shall call for a motion by roll call vote for the approval of the consent agenda resolutions by unanimous consent. If there shall be any objections, the resolutions objected to shall be withdrawn from the consent agenda and shall be voted upon separately. In those cases where there is unanimous consent for the approval of the resolutions on the consent agenda, the Board Secretary shall record those resolutions as having been unanimously approved individually.

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

Adopted: 14 February 2002

Revised: 26 September 2002

Revised: 13 February 2020

Revised:

