

Bylaw

MEETING PROCEDURES

Quorum

Six (6) members present at a meeting of the board shall constitute a quorum. In the event a quorum is not present at the time of convening, the hour of convening may be postponed until 9:00 P.M. by a majority of those present. If a quorum is not present, a simple motion by those present may adjourn the meeting until a later date within seven days. Public announcement of the time and date to which the meeting is adjourned shall be made at the time of the adjournment or recess. No further recess or adjournment shall be made. Adequate notice of the time, date and place of the adjourned meeting must be given pursuant to the requirements of the Open Public Meetings Act.

Doctrine of Necessity

When a quorum of the board has conflicted interests, the doctrine of necessity may be invoked in order to allow conflicted board members to participate in the negotiation process and vote. The doctrine of necessity may be invoked for the negotiation team or superintendent search committee only when the board of education has fewer non-conflicted board members than are required, pursuant to statute, to take action. The board shall only invoke the doctrine of necessity after consultation with the board attorney. When invoking the doctrine of necessity the board shall state publically that it is invoking the doctrine of necessity with the reasons for doing so and the specific nature of the conflicts of interest. The board shall read the resolution invoking the doctrine of necessity at a regularly scheduled public meeting, post the notice of the resolution for 30 days and provide the School Ethics Commission with a copy of the resolution.

Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern the Somerville 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

- A. 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 two days before the meeting and shall include such reports and supplementary materials as are appropriate and available. The order of business at meetings shall in general be:
 1. Call to order;

MEETING PROCEDURES (continued)

2. Flag salute;
3. Roll call of the members;
4. Public Notice;
5. Public comment;
6. Student-board representative
7. Minutes approval;
8. Superintendent's report;
9. Old business;
10. New business;
11. Acceptance of the treasurer's report;
12. Acceptance of business administrator's report;
13. Acceptance of the monthly reports;
14. Report of board items;
15. Branchburg board representative;
16. Personnel;
17. Public comment;
18. Executive session;
19. Adjournment.

Adopted: August 20, 1996
 Revised: November 24, 1998
 NJSBA Review/Update: April 2017
 Readopted: August 22, 2017

Key Words

Parliamentary Authority, Presiding Officer, Agenda, Regular Meetings, Special Meetings, Order of Business, Quorum

Cross References: *1220 Ad hoc advisory committees
 *9121 Election and duties of president
 *9322 Public and executive sessions
 *9325.4 Voting Method
 *9326 Minutes

*Indicates policy is included in the Critical Policy Reference Manual.