

Bylaw

CONDUCT OF PUBLIC MEETINGS

Parliamentary Authority - Robert's Rules of Order Newly Revised, shall govern the board in its deliberations in all cases in which it is not inconsistent with statute, administrative code, or these bylaws.

Quorum - Five members present shall constitute a quorum. In the event a quorum is not present at the hour of convening, the meeting may be recessed to a time not later than 9:00PM of the same day. If a quorum is not then present, the members present may adjourn the meeting to a later date within seven (7) days.

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 instead. If neither person is available, any member shall be designated to preside by a plurality of those present. The actions of any person so designated shall be legal and binding.

Announcement - At the commencement of every meeting of the board the person presiding shall announce publicly, and shall cause to be entered in the minutes of the meeting, an accurate statement to the effect:

- A. That adequate notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided; or
- B. That adequate notice was not provided, in which case such announcement shall state:
 - 1. The nature of the urgency and importance referred to in Section 4(b) of this Article and the nature of the substantial harm to the public interest likely to result from a delay in the holding of the meeting;
 - 2. That the meeting will be limited to discussion of and acting with respect to such matters of urgency and importance;
 - 3. The time, place, and manner in which notice of the meeting was provided; and
 - 4. Either (1) that the need for meeting could not reasonably have been foreseen at a time when adequate notice could have been provided, in which event, such announcement shall specify the reason why such need could not reasonable have been foreseen; or (2) that such need could reasonably have been foreseen at a time when adequate notice could have been provided, but such notice was not provided in which event the announcement shall specify the reason why adequate notice was not provided.

Regular Meetings - Regular meeting of the board shall be public and shall commence no later than 8:00 PM.

Special Meetings - Special meetings of the board shall be public and shall commence no later than 8:00 PM.

Public Comment - A member of the public present at a meeting of the board may address the board in accordance with the board's rules.

CONDUCT OF PUBLIC MEETINGS (continued)

Voting - All motions shall require for adoption a majority vote of those present and voting, except those specified by statute or these bylaws. Abstentions shall not be counted as votes, but shall be recorded and are deemed to acquiesce in the outcome of the vote. The vote of every member shall be recorded in compliance with law.

A. Actions requiring affirmative two-thirds vote of the full board:

Placement of a contract following failure to receive responsible bids on two occasions.

B. Action requiring affirmative vote of three-quarters of the members present:

Hold meeting, notwithstanding the failure to provide adequate notice.

C. Action requiring affirmative vote by a majority of the full board:

1. Adoption, amendment, repeal of a policy of the board;
2. Adoption of alteration of a course of study;
3. Appointment of a School Business Administrator;
4. Appointment of a Superintendent
5. Appointment of a Board Secretary
6. Appointment of a teaching staff member. Vote must be taken prior to his/her first day of teaching in the district.
7. Transfer of a teaching staff member. Transfer for purposes of this policy is the transfer of a teacher between buildings;
8. Determination of sufficiency of charges warranting dismissal or reduction in salary of a tenured employee;
9. Withholding a salary increment;
10. Selection of textbooks and other instructional material where these constitute the main text of the course of study;
11. Disposition or exchange of lands owned by the board;
12. Purchase and sale of bonds or other obligations as investments.

Agenda - The Superintendent, in consultation with the Board President, shall prepare the agenda for all board meetings.

Minutes- The board shall keep minutes of all its public meetings showing the time and place, the members present, the subjects considered, the actions taken, the vote of each member, and any other information required to be shown in the minutes by law, which shall be promptly available to the public.

The Secretary shall provide each board member with a copy of the minutes of the last meeting with the agenda of the next regular meeting.

CONDUCT OF PUBLIC MEETINGS (continued)

The approved minutes shall be signed by the Board Secretary, and such minutes shall be filed in the Secretary's office in a prescribed minute book as a permanent record of official board proceedings.

Date: October 28, 1996
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Key Words

Board Meeting, Quorum, Order of Business, Meeting Procedures

Possible

Cross References: *1120 Board of education meetings
*3570 District records and reports
*9121 Election and duties of president
*9271 Code of ethics
*9322 Public and executive sessions
*9323/9324 Agenda preparation/advance delivery of meeting material
*9325 Meeting procedures
*9326 Minutes

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