

## **Board of Education Meetings**

### **Meeting Procedures and Protocol**

In accordance with law, the Board of Education is the policy making body of the School District and must meet on at least a quarterly basis to appropriate monies as required by law, adopt by-law and policies for the governance of the School District, and to entertain such other matters as may fall within the purview of its powers as described in the Education Law and other consolidated and unconsolidated laws of this State.

### **Board of Education Meetings**

The Board of Education shall meet at least one time each month on the third Thursday evening for the purpose of conducting the business of the Board of Education. Such meetings shall be deemed regular meetings of the Board, and there may be additional meetings to be designated as special meetings, at which action may be taken, or workshop meetings, at which presentations shall be made but no action shall be taken.

Special meetings of the Board of Education may be called on at least 24 hours notice to Board of Education members at the direction of the Board of Education President or upon the request of any Board member. Workshop meeting shall be called upon at least one week's notice by the Board of Education President or upon the request of any Board member. Notice of all such meeting shall be given to the media and public in accordance with the Open Meetings Law.

Any meeting of the Board shall be a legal meeting if a quorum of the Board members is present.

### **Agenda Setting**

The agenda for regular monthly, special and workshop meetings of the Board of Education, shall be planned by the Board of Education President, in conjunction with the Superintendent of Schools. Other Board members are entitled to have items placed on the agenda so long as the items are either received in written form or communicated orally to the Superintendent and Board of Education President prior to the agenda setting meeting.

**Board of Education – Meetings (2)****Agenda Setting** (continued)

If the administrative staff, the instructional or non-instructional staff desires to have a matter placed upon the agenda, the same must be received, in writing, at least one day in advance of the agenda setting session conducted by the Board of Education President and Superintendent of Schools. Whether or not such agenda items shall be added to the agenda by the Board of Education President and Superintendent of Schools shall be within their discretion; provided, however, that the members of the Board of Education shall be informed of any agenda items which have been rejected by the Board of Education President and Superintendent of Schools in writing.

**Order of the Agenda****A. Regular Meetings**

The order of the agenda at regular meetings shall be as follows:

1. Call to Order
2. Roll Call and Quorum Check
3. Pledge of Allegiance
4. Public Participation (*up to 3 minutes per person; up to 30 minutes total per meetings*)
5. Routine Business
  1. Minutes of preceding meeting(s)
  2. Administrators' Reports
  3. GWL Liaison's Report
  4. Superintendent's Report
6. Items for Action and/or Discussion
  1. Warrants, Transfers & Bids
  2. ....
  3. ....
  4. ....
  5. CPSE/CSE
  6. Personnel
7. Public Participation
8. Correspondence
9. Proposed Executive Session (Subject to Board Approval)
10. Miscellaneous
11. Adjournment

**Board of Education – Meetings (3)**

**Order of the Agenda** (continued)

Notwithstanding the order of the agenda as set forth above, the Board of Education may adjourn to Executive Session to discuss such matters which are authorized by law for discussion in Executive Session at any time during the course of the meeting upon approval of a quorum of the Board of Education.

**B. Special Meetings**

1. Call to Order
2. Roll Call and Quorum Check
3. Executive Session, if necessary
4. Business for which the Special Meeting was called
5. Adjournment of the Meeting

**C. Workshops**

1. Call to Order
2. Roll Call and Quorum Check
3. Presentations of matters for which the workshop was called
4. Adjournment of the Meeting

**Public Comments at Regular Board of Education Meetings**

The Board of Education invites comments from School District residents, members of the Board-appointed committees regarding the subject matter of their committees, and members of the instructional and non-instructional staffs. In order to afford all persons interested in addressing items on the agenda before the board, a limitation of three minutes per speaker shall be placed upon those who comment during the public comments parts of the agenda.

**Voting at Board Meetings**

The Board of Education takes action by voting upon resolutions presented by one member of the board of seconded by another. In order for a resolution to be enacted, a vote of a quorum will be required (a majority of all seats of the Board of Education voting in favor of the resolution), except in such circumstances where a super-majority vote is required (i.e.: hiring or appointing to tenure a professional employee with a spouse on the Board – two-thirds voting in the affirmative; standardization on a particular type of equipment or supplies – two-thirds in the affirmative, voting to place a proposition regarding an object or purpose for which bonds may be issued for a public vote – three-fifths voting in the affirmative; and textbook discontinuation within five years of adoption – three-quarters voting in the affirmative)

**Board of Education – Meetings (4)**

**Rules of Order**

The Board of Education President shall be the presiding officer at all Board of Education meetings. In his/her absence, the Vice President shall be the presiding officer, or if the Vice President is absent, the Board members present shall elect a temporary presiding officer for the meeting.

There shall be four kinds of motions which Board members may make at Board meetings:

1. Motion to Approve a Resolution
2. Motion to Amend a Resolution (which shall precede the voting upon the resolution and be raised after the resolution has been moved and seconded).
3. Motion to Table a Resolution (which shall be made after the resolution has been moved and seconded, but before there has been any discussion about the motion).
4. Motion to Postpone a Resolution (which shall be made after the resolution has been moved and seconded and as to which there can be discussion regarding the basis for postponing the voting until a later date).
5. In order to facilitate the effective conduct of the business of the Board, a Board member may move to suspend the rules, and ask for quorum voting regarding any matter on the agenda, whether or not the matter has been defeated by a previous vote of the Board at the same meeting.
6. As to matters which Board of Education members have not had at least twenty-four hours agenda notice, such matter may be placed upon the agenda by the unanimous consent of the Board of Education members present, whereupon a resolution may be voted on and passed by a quorum vote.
7. The presiding officer at the Board of Education Meeting shall have the power to recognize speakers by giving them the floor and may rule speakers out of order when their comments are unduly disruptive of the meeting or constitute redundant speech.

**Public Inquiries**

In recognition of the fact that the public is not invited to speak upon matters other than agenda items at Board of Education meetings, the Board encourages the public to submit written inquiries to the Superintendent of Schools or Board of Education President who will bring the matter to the Board's attention and facilitate the prompt answering of the inquiry.

**Minutes**

The Board of Education Clerk shall maintain written minutes of all actions taken by the Board in open meetings and executive session, where applicable (voting upon 3020-a proceedings). With the consent of the presiding officer, comments may be spread upon the minutes.

Approved: 2/13/92  
Reviewed: 5/15/97, 10/19/06, 12/16/10  
Revised: 8/29/06, 10/21/10