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### District Policy

#### 0155- BOARD COMMITTEES

Section: Bylaws  
Date Created: ~~October, 2007~~ November, 2001  
Date Edited: October, ~~2007~~ 2018

The Board of Education authorizes the creation of committees of Board members charged to conduct studies, make recommendations to the Board, and act in an advisory capacity. Committees are not authorized to take action on behalf of the Board.

There shall be no standing committees and the Board shall function as a committee of the whole except when a special committee shall be appointed by the President. The Board shall meet as a committee of the whole to discuss matters in which the best interest of the school system or individuals involved are such as to require confidential discussion. No legal action on any matter may be taken in a meeting of the committee of the whole.

Special committees may be appointed to study and report upon a specific situation, after which they are discharged.

*Special* Committees shall consist of no more than ~~two~~ <sup>three</sup> Board members, one of whom shall be the President, who shall serve as ex officio member on all Board committees. A member may request or refuse appointment to a committee; a member's refusal to serve on any one committee shall not prejudice his/her appointment to another committee.

The Board reserves the right to meet and work as a Committee of the Whole in informational, discussion, and exploratory sessions. No official action shall be taken at these meetings, unless so advertised.

A chairperson shall be appointed by the President.

*Special* Committee meetings may be called at any time by the committee chairperson or when a meeting is requested by a majority of the members of the committee.

*Special* Committee meetings shall not be open to the public, except that a majority of the committee or the chairperson may open the meeting to the public or invite persons whose knowledge or expertise may be useful to the committee.

Adopted: ~~15 October 2007~~  
01 November 2001  
Revised: 18 March 2010  
Revised: 17 May 2018

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## District Policy

**0164- CONDUCT OF BOARD MEETING**

Section: Bylaws  
Date Created: February, 2002  
Date Edited: September, 2002

## 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 statues 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

*Public Comment on consent agenda only*

Review of consent agenda

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

Public comment on ~~consent agenda~~ or any item other than the consent agenda

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

Adjournment

## Consent Agenda

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

