

Bylaws

COLLINGSWOOD BOARD OF EDUCATION

BYLAWS
0164/Page 1 of 2
CONDUCT OF BOARD MEETINGS

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Parliamentary authority

Roberts' Rules of Order, Newly Revised, shall govern the 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

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 48 hours 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
- Pledge of Allegiance to Flag
- Miscellaneous Board Business
- Presentation of Minutes
- Communications
- Receiving of Delegations
- Unfinished Business
- Important Dates - Upcoming Meetings:
- Reports of Superintendent and Staff
- Instruction and Curriculum
- Special Services
- Business and Finance
- Business Administration
- Budget



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COLLINGSWOOD BOARD OF EDUCATION

BYLAWS
0164/Page 2 of 2
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Monthly Financial Reports
Approval of Claims
Committee Reports
Buildings and Grounds/Finance
Curriculum
Policy
Student Activities
Personnel
Discussion
Private Session (if necessary)
Adjournment

N.J.S.A. 10:4-10

N.J.S.A. 18A:16-1.1

Adopted: September 29, 2003

