

0164 CONDUCT OF BOARD MEETING

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/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, School Business Administrator/Board Secretary and Board President 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 typically 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 shall be as follows:

Regular Meeting

- Call to order
- Flag salute
- Roll call
- Opening statement
- Minutes of previous meeting
- Financial reports
- Personnel report
- Curriculum



BYLAWS

EDISON
BOARD OF EDUCATION

Bylaws
0164/Page 2 of 2
CONDUCT OF BOARD MEETING

Special Services
Administration
Finance
Announcements of President
Committee reports
Board comments
Public comments
Adjournment
Special Meeting
Call to order
Flag salute
Roll call
Opening statement
Reading of notice of meeting
Transaction of business for which meeting is called
Board comments
Public comments
Adjournment
Caucus Meeting
Call to order
Flag salute
Roll call
Opening statement
Report of the Superintendent
Report of Personnel
Report of School Business Administrator/Board Secretary
Legal report
Announcements by the President
Board comments
Public comments
Closed session (if required)
Reconvene open session
Adjournment

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

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

Adopted: 24 January 2011

Revised: 26 February 2018

