

# BYLAW

## BOARD OF EDUCATION MOUNT OLIVE TOWNSHIP

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Conduct of Board Meetings

### 0164 CONDUCT OF BOARD MEETINGS

#### Parliamentary authority

Robert's 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 in cooperation with the Board President or Board Secretary 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 before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The order of business shall be as follows:

#### Opening Activities

Call to Order/Flag Salute

Statement of Advance notice

#### Approval of Monthly Expenditures/Financial Reports

Bill List

Payroll

Treasurer's Report

Board Secretary's Report

Monthly Certification



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Approval of Minutes  
    Agenda Meeting  
    Regular Meeting  
Communications and Petitions  
    Reports and Discussion  
        Student liaison's Report  
        Superintendent's Report  
        Board President's Report  
Action Items  
    Personnel  
    Curriculum and Instruction  
    Business Services  
    Administrative  
Public Comments  
Board and Administration Comments/Suggestions of Future  
Agenda Items  
Confidential Session (if necessary)  
Adjourn

N.J.S.A. 10:4-10  
N.J.S.A. 18A:16-1.1

Adopted: 29 June 1998

