

## 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 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

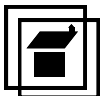
The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

### Agenda

The Superintendent and the School Business Administrator/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 sufficiently prior to 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
- Roll Call
- Announcement of Notice
- Student Representative Report
- Committee Report
- Public Comment on Agenda Items
- Action Items
- Discussion Items
- Superintendent Report
- Board President Report



# POLICY

NORTHERN HIGHLANDS  
**BOARD OF EDUCATION**

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Public Comment  
Executive Session (Optional)  
Adjournment

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

Adopted: 27 November 2000

