

BYLAWS ————— PEQUANNOCK TOWNSHIP

BOARD OF EDUCATION

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0164 – CONDUCT OF BOARD MEETINGS

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 President, or presiding officer, shall ensure that each meeting is commenced with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law, immediately following the call to order.

Agenda

The Superintendent of Schools shall prepare, with the advice and consent of the Board President, an agenda of items of business to come before the Board at each meeting. The agenda shall be electronically delivered to each Board member no later than the Thursday prior to the upcoming meeting and shall include such reports and supplementary materials as are available. Board members shall be notified in writing if changes to the agenda are made in advance of the meeting.

The Superintendent of Schools shall make every effort possible to ensure that Board members are provided with requested supplementary material in advance of the meeting.

The order of business for a Regular Business (or voting) Meeting shall be as follows:

- Call to Order
- Roll Call
- Flag Salute
- President's Report
- Superintendent's Report
- Presentations or Recognitions
- School Business Administrator's Report
- Approval of Minutes
- Public Comment (on Action Items Only)
- Action Items

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Public Comment (any)
Unfinished Business
New Business
Board Member Announcements
Executive Session (if needed)
Possible motions following executive session
Adjournment

The Order of business for a Work Session (or workshop) Meeting shall be as follows:

Call to Order
Roll Call
Flag Salute
President's Report
Superintendent's Report
School Business Administrator's Report
Public Comment (on Agenda Items Only)
Action Items (if any)
Discussion Items by Committee
Public Comment (any)
Unfinished Business
New Business
BOE Announcements
Executive Session (if needed)
Possible motions following executive session
Adjournment

Whenever practicable, the first meeting of the month should be structured as a Work Session Meeting, also known as a Workshop Meeting, and the second meeting of the month should be structured as a Regular Business Meeting, also known as a Voting Meeting. Whenever practicable, the Work Session Meeting should follow the same agenda as the following Regular Business Meeting. Both Regular and Work Session Meetings shall be held in public and advertised in accordance with the Open Public Meetings Act (N.J.S.A. 10:4-6) and will include time for public comment.

A primary purpose of the Work Session Meeting is to provide an opportunity for the Board to meet as a committee of the whole in order to involve all Board members in the presentation, discussion, debate, and deliberations on all issues presented to the Board for consideration in advance of the upcoming Regular Business Meeting. Whenever practicable, the Board should not take action on agenda items at Work Session Meetings.

Adopted: 11 November 1999
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