

# Stafford Township Board of Education

## BYLAW

BYLAW  
0164  
Conduct of Board Meetings

### 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 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 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 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:

- Call to order
- Roll call
- Pledge of Allegiance
- Routine matters
- Superintendent's Educational Report
- Approval of minutes
- Correspondence to and from the Board
- Board business

# Stafford Township Board of Education BYLAW

BYLAW  
0164  
Conduct of Board Meetings

## New Business:

- Finance/Insurance/Transportation
- Curriculum/Instruction, Technology
- Personnel/Negotiations
- Policy/Legislative
- Buildings & Grounds/Cafeteria

## Old business

- Advanced planning
- Public Comment
- Executive/Closed session (as needed)
- Board of Education Informational Items
- Adjournment

## **Miscellaneous**

The Board Members shall no text or email about any matters of or related to Board business during the Board meeting as they recognize all discussions must comply with the Open Public Meetings Act.

Committee chairs will be prepared to discuss committee action items in conjunction with the Superintendent, Board Secretary/School Business Administrator and Board Attorney as appropriate.

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

Adopted: 22 July 2004  
Revised: 19 November 2009  
Revised: 15 September 2011  
Revised: 21 March 2013  
Revised: 26 June 2014  
Revised: 14 December 2017