ORGANIZATION

Organization Meeting

The board shall organize annually at a regular meeting held not later than 8:00 p.m. on any day of the first week commencing on the first Monday following the annual school election.

Candidates Committee

Prior to the organization meeting and prior to any other meeting at which a president and/or vice president is to be elected, the president, or if there is no president, the senior board member based on continuous board membership, shall appoint a committee of no more than three board members to:

A. Determine which board members or board members-elect consider themselves to be candidates for the office of president and/or vice president, and

B. Communicate the results of the survey to all board members and board membership

Officers

The organization meeting shall be called to order by the board secretary, and in his/her absence, the chief school administrator who shall act as chairman pro tempore. The board secretary shall administer the oath of office to new members.

A. The board shall then proceed to the election of a president and a vice president. Each officer elected (president and vice president) shall be elected by a majority of the members of the board present and voting. The term of each officer shall be for a period of one year and each officer shall perform the legal duties of his/her office and such other functions as are designated by the board of Education.

    1. Officers shall serve for one year and until their respective successors are elected and shall qualify (N.J.S.A. 18A:15-1)

    2. Officers may be removed by a majority vote of the full board should either officer refuse to perform the duties of his/her office imposed upon him/her by law. (N.J.S.A. 18A:15-2)

    3. In case the office of president or vice president becomes vacant, the board shall, within 30 days thereafter, fill the vacancy for the unexpired term.

Appointees

The board may appoint at the organization meeting, but shall appoint before July 1 of the year in which it organizes:

1. A secretary, who shall be elected by a recorded roll call majority vote of the full board for a term to expire not later than the following June 30, except at the subject to the tenure laws, but he shall continue to serve after the expiration of his term until his successor is appointed and qualified. (N.J.S.A. 18A:17-2, 17-5)

2. A custodian of school moneys who shall be the custodian of municipal funds or the tax collector; provided, however, that if both the custodian of moneys of the municipality and the tax collector of the municipality submit written notifications to the board that they do not wish to serve as custodian of

ORGANIZATION (continued)

school moneys, the board shall appoint any other suitable person except a member or employee of the board, with a term of office fixed by the board as such custodian.

3. A public school accountant who shall make the annual audit of the district's accounts and financial transactions, (N.J.S.A. 18A:23-1) and whose term of office shall be July I-June 30.

4. A medical inspector.

5. An attendance officer, unless exempt from such appointment by the county chief school administrator. (N.J.S.A. 18A:38-32)

6. A psychological examiner. (N.J.S.A. 18A:46-11)

7. A member to serve as delegate to the New Jersey School Boards Association, (N.J.S.A. 18A:6-46) and another to serve as alternate delegate.

8. A member to serve as delegate to the Morris County School Boards Association.

9. An attorney to the board

10. An affirmative action officer

Motions

The board shall at the organization meeting:

1. Designate a depository(s) for school funds, (N.J.S.A. 17:9-9; N.J.S.A. 18A:17-34) and those persons authorized to sign school warrants, (N.J.S.A. 18A:Ig-1)

2. Designate a newspaper(s) published in the district as the official newspaper(s), and if there is no such newspaper, one which is published in the county or state and circulates in the district. (N.J.S.A. 18A:14-19, N.J.S.A. 18A:22-11, N.J.S.A.18A:39-3)

3. Designate a second newspaper for the purpose of publication of board meetings. (N.J.S.A. 10:4-8d)

4. Designate a day, place and time for regular meetings. Within 7 days following the annual organization meeting of the board, the secretary shall post and maintain posted through the year in the board offices, and in the Chester Post Office, and mail to the newspapers, and submit to the persons described in the notice section of these bylaws, for the purpose of public inspection, a schedule of the regular meetings of the board to be held during the succeeding year. Such schedule shall contain the location of each meeting, to the extent that it is known, and the time and date of each meeting. In the event that such schedule is thereafter revised, the board, within 7 days following such revision, shall post, mail and submit such revision in the manner described above. (N.J.S.A. 10:4-18) The board shall meet for the transaction of business at least once every two months during the periods that the schools are in session (N.J.S.A. 18A:10-6)

5. Designate a day for regular informal work sessions of the board, which shall be public and which shall hereinafter be known as work sessions.

6. Adopt existing bylaws and policies for its own operation and the operation of the school system.

Committees

Committees of board members shall, when specifically charged to do so by the board, conduct studies, make recommendations to the board and act in an advisory capacity, but shall not take action on behalf of the board.

ORGANIZATION (continued)

1. Committees shall consist of no more than three members.

2. Members shall be appointed by the president who shall serve as an ex-officio member on all committees.

3. A member may request appointment to a committee.

4. The president shall appoint, as soon after the organization meeting as practicable, members of the board to standing committees where they shall serve a term of one year.

5. The chief school administrator shall be an ex-officio member of all committees.

6. Ad hoc committees may be created and charged at any time by the president or a majority of the members present at any meeting at which the need for a committee becomes evident.

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| Adopted: | May 2, 1889 |
| Revised: | July 31, 2003 |
| NJSBA Review/Update: | January 2009, August 2016, September 2018 |
| Readopted: | April 27, 2009, September 17, 2018, August 16, 2021, January 2024 |

Key Words

Organization Meeting, Candidates Committee, Officers, Appointees, Motions, Committees

**Legal References**:

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|---|---|
| N.J.S.A. 18A:6-46 | Delegates to state federation |
| N.J.S.A. 18A:10-6 | Board meetings public, frequency ... |
| N.J.S.A. 18A:14-19 | Notice; contents; posting and publication |
| N.J.S.A. 18A:15-1 | President and vice president; election or failure to elect |
| N.J.S.A. 18A:15-2 | Removal of president or vice president; vacancies |
| N.J.S.A. 18A:17-2 | Tenure of secretaries; assistant secretaries, school business administrators ... |
| N.J.S.A. 18A:17-5 | Appointment of a secretary of board of education; terms |
| N.J.S.A. 18A:17-34 | Receipt and disposition of moneys |
| N.J.S.A. 18A:19-1 | Expenditure of funds on warrant only; requisites |
| N.J.S.A. 18A:22-11 | Notice of public hearing |
| N.J.S.A. 18A:23-1 | Audit when and how made |
| N.J.S.A. 18A:39-3 | Advertising for bids to transport students |
| N.J.S.A. 18A:40-1 | Employment of medical inspectors. |
| N.J.S.A. 18A:46-11 | Psychological and other examinations |

**Cross References:**

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| 9321 | Time, place, notification of meeting |
| 9322.11 | Candidates committee |
| 932319324 | Agenda preparation |
| 9325.1 | Quorum |
| 325.2 | Order of business |
| 9325.3 | Parliamentary procedure |
| 9325.4 | Voting method |