

Policy

ORDER OF BUSINESS

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 instead. If neither person is available, 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. (NJSA 18A: 16-1 .l)

Regular Meeting

The order of business shall be as follows, unless altered by the chairperson:

- A. Call to Order
- B. Sunshine Announcement
- C. Roll Call
- D. Pledge of Allegiance
- E. Reports & Presentations
- F. Correspondence
- G. Public Commentary on Agenda Items – Audience
- H. Items for Action
 - 1. Buildings and Grounds - 1' BOE Meeting of the month
 - 2. Personnel - 1' BOE Meeting of the month
 - 3. Curriculum - 2"* BOE Meeting of the month
 - 4. Finance - 2" BOE Meeting of the month
- I. Old Business
- J. Public Commentary – Audience
- K. Adjourn

Special Meetings

Special meetings shall be called by the Secretary at the request of the president or upon the presentation to him/her of a petition requesting such special meetings and signed by a majority of the whole number of members of the board.

The order of business shall be as follows, unless altered by the chairperson:

- A. Call to Order
- B. Roll Call

ORDER OF BUSINESS (continued)

- C. Announcement
- D. Reading of Notice Meeting
- E. Transaction of Business
- F. Public Commentary
- G. Adjournment

Public Commentary

A member of the public present at a meeting of the board may address the board in accordance with the board's rules.

The board of education desires citizens of the district to attend its sessions so that they may become better acquainted with the operation and programs of the schools, and the board may have the opportunity to hear the public.

- A. Anyone wishing to speak before the board shall indicate so during the public commentary portion of the agenda. The presenter shall give his/her name and address and make the presentation as brief as possible. Unless an extension of time is granted, each speaker should be limited to 3 minutes.
- B. Speakers may offer such objective criticisms of school operations and programs as concern them. But in public session, the board will not hear concerns about specific school personnel or any person connected with the school system. Other channels provide the board consideration and disposition of such matters involving individuals.
- C. The board vests in its president or other presiding officer authority to terminate the remarks of any individual when they do not adhere to the rules established above.

All meetings of the board shall be open to the press and public, with the exception of certain deliberative sessions, which, under law, the board may conduct in closed meeting. The board reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the board must first adopt a resolution stating the general nature of the subject to be discussed and, as precisely as possible, the time and the circumstances under which the discussion conducted in closed session can be disclosed to the public.

Persons appearing before the board are reminded, as a point of information that members of the board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual board members, but answers must be deferred pending consideration by the full board

Adjournment

The board may at any time recess or adjourn to an adjourned meeting at a specified date and place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.

Adopted;	May 2, 1989
Revised:	January 5, 1999
Revised:	May 28, 2002
Revised:	July 31, 2003
Revised:	June 7, 2005
NJSBA Review/Update:	January 2009, August 2016, September 2018
Readopted:	April 27, 2009, September 17, 2018, August 16, 2021, January 2024

ORDER OF BUSINESS (continued)

Key Words

Presiding Officer, Regular Meeting, Special Meetings, Public Commentary, Adjournment

Legal References: N.J.S.A. 18A:16-1.1 May appoint temporary officers and employees

Cross References: *9321 Time, place and notification of meetings
 *9322 Public and executive sessions
 9322.1 Organization
 *9323/9324 Agenda preparation, advance delivery of materials
 *9325.4 Voting method

*Indicates policy is included in the Critical Policy Reference Manual.