

**Bylaw**

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CONDUCT OF MEETINGS

Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern the Tewksbury Township 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 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 at meetings shall in general be:

A. Regular meetings:

1. Call to order;
2. Announcements;
3. Flag salute;
4. Reading of the compliance for Open Public Meeting Act;
5. Roll call;
6. Minutes approval;
7. Correspondence;
8. Public comment;
9. Secretary's report;
10. Chief school administrator's report;
11. Committee reports;
12. Old business;
13. New business;
14. Public comment;
15. Adjournment.

B. Special meetings:

1. Call to order;
2. Announcements;
3. Flag salute;
4. Roll call;
5. Reading of notice of the special meeting;

CONDUCT OF MEETINGS (continued)

6. Public comment;
7. Transaction of the business for which the meeting was called;
8. Public comment;
9. Adjournment.

Quorum

A quorum shall consist of four (4) board members, and no official business shall be conducted in the absence of a quorum.

In the event a quorum is not present at the hour of convening, the meeting may be recessed to a time not later than 9 o'clock p.m. of the same day. If a quorum is not then present, the members present may adjourn the meeting to a later date within seven days.

In the rare event that the number of board members who have a conflict of interest make a quorum impossible, the Doctrine of Necessity may be invoked. The Doctrine of Necessity may be invoked under the following circumstances:

- A. The board must be unable to act without the members in conflict taking part; and
- B. There must be a pressing need for action, i.e. the matter cannot be laid aside until another date; and
- C. There can be no alternative forum that can grant the same relief (Allen v. Toms River Regional Board of Education, 233 N.J. Super 651 (Law Division 1989)).

Doctrine of Necessity must be announced and the announcement shall include the reason the board must invoke the Doctrine of Necessity including stating the nature of each board member's conflict. The announcement shall be documented in writing and recorded in the minutes.

Adopted:	April 28, 2004
NJSBA Review/Update:	June 2015
Readopted:	August 12, 2015

Key Words

Parliamentary Authority, Presiding Officer, Agenda, Quorum

Possible

<b><u>Cross References:</u></b>	*1220	<u>Ad hoc</u> advisory committees
	*9121	Election and duties of president
	9325.4	Voting Method
	9326	Minutes

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