MERCHANTVILLE BOARD OF EDUCATION **130 South Centre Street** **Merchantville, New Jersey 08109**	**FILE CODE: 9323/9324** **Proposed: 08/23/88** **Adopted: 09/27/88** **Revised: 03/13/2017** **Reviewed: 02/05/2024**

Agenda Preparation/Advance Delivery Of Meeting Material

The chief school administrator and the board president shall prepare the agenda for all meetings of the board. In doing so, they shall consult the board secretary.

Items of business suggested by any board member, staff member, or citizen of the district may be included at the discretion of the chief school administrator and board president. When appropriate the agenda shall allow time for the remarks of citizens, staff members, or pupils who wish to speak briefly before the board.

The agenda shall be published pursuant to provisions of the Open Public Meetings Act. The board shall follow the order of business set up by the agenda unless the order is altered by a consensus of the members present and voting. At a regularly scheduled meeting for which an advance agenda has been provided to the public, items of business not anticipated at the time the agenda was prepared may be discussed and acted upon if a majority of the board present and voting agrees to consider them. However, existing board policies and bylaws may not be revised or new ones adopted unless the proposals are on the written agendas.

The agenda, together with supporting materials, shall be distributed to board members sufficiently prior to the board meeting to permit them to give items of business careful consideration. The agenda shall also be made available to the press, representatives of community and staff groups, and others, upon request.

Legal References:	N.J.S.A. 18A:11-1	General mandatory powers and duties
	N.J.S.A. 18A:54-20	Powers of board (county vocational schools)

Possible Cross References:	*1120	Board of education meetings
	*9311	Formulation, adoption, amendment of policies
	*9312	Formulation, adoption, amendment of bylaws

Crifasi v. Governing Body of the Borough of Oakland, 156 N.J. Super. 182 (App. Div. 1978)

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

Key Words

Board Meetings Agendas, Delivery of Meeting Materials, Board Meetings Materials, Agenda