

0164 CONDUCT OF BOARD MEETING

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 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 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. The agenda shall always allow time for the remarks of citizens, staff members, or pupils who wish to speak briefly before the Board.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present and voting. At a regularly scheduled meeting, notice of which has been provided in the annual schedule of meetings, items of business not on the agenda may be discussed and acted upon if a majority of the Board present and voting agrees to consider them. However, existing Board policies may not be revised or new ones adopted unless the proposals are on the written agenda.



The order of business shall include at least the following items:

- Call to order
- Roll call
- Announcement of notice
- Adjournment

Advance Delivery of Meeting Materials

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. A copy of this agenda shall be forwarded to each Board member and to the local news media not less than three working days prior to the regular meeting. The agenda shall also be made available to representatives of community and staff groups, and others, upon request. Other advance materials which will be sent to Board members for regular meetings are:

- Minutes to be approved
- Superintendent's monthly report
- All reports from committees, staff, citizens, and others
- Copies of communications received since the previous meeting

A copy of the package of advance materials sent to Board members shall be made available for review by the public in the Board office within 24 hours of delivery of such materials to the Board. This package of materials shall be clearly marked "SUBJECT TO CHANGE", and may be copied at the sole expense of members of the public.

Special Meeting - Agenda and all supporting information delivered not less than 24 hours prior to the meeting.

The purpose of this bylaw is to allow Board members to become familiar with the agenda prior to the meeting and to obtain any additional information as may be necessary to make well-informed decisions.

Board Meeting Procedures



It is the desire of the Board of Education that meetings shall be formal enough for orderly procedures but informal enough to encourage free discussion, and to promote thinking and action.

The Board desires to be cognizant of the problems, requests, complaints, and suggestions of the members of the community, but it is necessary that the Board not allow the discussion of such material to interfere with diligent attention to the affairs of the district as listed on the agenda.

In order to insure full dissemination of its official actions, to apprise the public of the schools and the educational program, and to hear the views of the public, the Board of Education shall provide a period for comments from the public in each of its regular and special meetings. The Board reserves the right to establish rules for the conduct of such public participation.

The Board of Education shall be bound by the provisions of the Open Public Meetings Act in the conduct of the public's business in the governance of this school district.

Board Action

The Board may consider and act upon any matter properly within its governmental authority, except that it may consider at special meetings only those matters for which the meeting was called, and at non-scheduled meetings only those matters on the announced agenda and those matters which could not be reasonably foreseen for inclusion in the announced agenda.

Validity of Meetings

When any action of the Board is challenged by any person on the grounds that it was taken at a meeting in violation of the Open Public Meetings Act, the Board may cure the alleged defect by action taken at a public meeting to which adequate advance notice has been given, or where circumstances warrant, at a duly convened special meeting. Such action shall not be mere ratification of the prior act; the Board shall consider the matter fully and record its action as if for the first time. Absent a declaration of the superior court that the initial action is void, however, the action shall be considered to have been taken at the meeting at which it was first acted upon.

N.J.S.A. 10:4-10

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

Adopted: 26 July 1999



POLICY

MONTGOMERY TOWNSHIP
BOARD OF EDUCATION

BYLAWS
0164/Page 4 of 4
CONDUCT OF BOARD MEETING

Revised: 13 December 2005

