

# BYLAWS

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Conduct of Board Meetings

## 0164 CONDUCT OF BOARD MEETINGS

### 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 Board President, Superintendent and School Business Administrator/Board Secretary 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 three days before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The order of business shall be as follows:

Announcement of Meeting  
Flag Salute  
Call of Roll  
Approval of minutes  
Correspondence  
Secretary's Report  
Superintendent's Report  
Committee Reports



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Hearing of Citizens (Resolutions Only)  
Resolutions  
Hearing of Citizens  
Old Business  
New Business  
Adjournment

N.J.S.A. 10:4-10  
N.J.S.A. 18A:16-1.1

Adopted: 3 May 2004  
Reviewed: 25 March 2013

