

POLICY

OLD BRIDGE BOARD OF EDUCATION

BYLAWS
0164/Page 1 of 3
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

1. Regular Meetings - Regular meetings of the Board shall be public and shall commence not later than 8:00 p.m.
 - a. It shall be the responsibility of the Superintendent to prepare an agenda of the items of business to come before the Board at each regular meeting. Any three members of the Board can direct the Superintendent to place an item on the agenda by notifying him or her seventy-two hours prior to the regular meeting.
 - b. Addition to the agenda not within the seventy-two hour limitation as requested by the Superintendent or a Board member shall require approval of two-thirds of the Board members present and voting.



POLICY

OLD BRIDGE BOARD OF EDUCATION

BYLAWS
0164/Page 2 of 3
CONDUCT OF BOARD MEETING

c. The agenda, together with all such reports as can be completed, shall be provided each Board member at least forty-eight hours before the meeting.

d. The order of business shall be as follows, unless altered by the chairperson with the approval of a majority of those present and voting:

Call to order

Roll call

Announcement of adequate notice

Approval of minutes

Recognition

Superintendent's Report

Hearing of citizens for agenda items only

Approval of agenda

Miscellaneous

Hearing of citizens

Adjournment

(Committee reports shall be given after approval of the minutes.)

e. A summary of all pertinent correspondence, whether directed to the President of the Board, the Board Secretary, the Superintendent of Schools or any other member of the Board or Administration, shall be listed by the Board Secretary for the information of the Board; the Board shall decide which items shall be read.

2. Special Meetings - Special meetings of the Board shall be public and shall commence no later than 8:00 p.m.

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

b. The order of business shall be as follows unless altered by the chairperson with the approval of a majority of those present and voting:



POLICY

OLD BRIDGE BOARD OF EDUCATION

BYLAWS
0164/Page 3 of 3
CONDUCT OF BOARD MEETING

Call to order
Roll call
Announcement of adequate notice
Reading of notice of meeting
Hearings of citizens on agenda items
Transaction of business for which meeting was called
Adjournment.

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

Adopted: 29 April 1999
Revised: 27 June 2000

