

Bylaw

MEETING PROCEDURES

The regular, special and emergency board meetings of the board shall be conducted according to Roberts Rules and the By-Laws of this board.

The president shall preside over board meeting and in his/her absence the vice-president shall preside. In the absence of both the president and the vice-president the board secretary shall preside until the board elects a chairperson pro-term.

Six members present shall constitute a quorum. (The Board presently consists of 10 members; one from the sending district of Gibbstown.) In the event that a quorum is not present at the hour of convening, the meeting may be recessed to a time no later than 9:00 P.M. the same day. If a quorum is still not assembled the members may adjourn to meeting to commence at a later day within seven (7) days.

Orderly Procedure

In order to provide for orderly discussion, careful consideration of questions and to expedite business it is understood that the following procedures will be followed at any meeting of the board:

- A. Members wishing to speak will address the chair and be recognized;
- B. Any person wishing to address the board shall be given the opportunity provided their remarks are relevant to the subject being considered and provided they do not become personal or abusive. It shall be the responsibility of the President to place any restrictions on the time that may be allotted to the speaker;
- C. Members of the board and the Superintendent shall address the chair and be recognized in their participation in questions being discussed by the board. The board, through the president, may call upon other officers of the board or consultants to participate in the discussion of questions at any time.

Board Actions

All actions of the Board of Education shall be taken only in official board meetings called, scheduled and conducted according to these bylaws and New Jersey State Statutes.

When a question is submitted to vote, every board member present shall have a vote, unless excused by the board.

Order Of Business

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

- A. Call to order
- B. Flag Salute
- C. Reading of Notice of Meeting
- D. Approval of the minutes of the preceding meeting
- E. Approve Reports
- F. Payment of Bills
- G. Approve Request Forms

- H. Old Business
- I. New Business
- J. Information and Proposed Items for Board Discussion and Action
- K. Reports to Board
- L. Future Dates
- M. Public Discussion
- N. Adjournment

Adopted: 1994
NJSBA Review/Update: December 2008
Readopted: March 2009

Key Words

Meeting Procedures, Parliamentary Procedure, Quorum, Order of Business