

Bylaw

CONDUCT OF MEETINGS

Parliamentary Authority

In the conduct of its business, the procedure of the Alloway Township Board of Education will be governed by the educational laws of the State, by principles and rules set forth in the board of education bylaws, or otherwise by *Robert's Rules of Order*.

Orderly Procedure

In order to provide for orderly discussion and careful consideration of questions and to expedite business, it is understood that the following procedures will be followed in meetings of the Board:

- A. Members wishing to speak will address the chair and be recognized;
- B. Any board member wishing to address the board shall be given the opportunity to address the board. The members remarks should be relevant to the subject being considered and his or her behavior civil and courteous (not personal or abusive). It shall be the responsibility of the President to place any restriction on the time that may be allotted to a 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 statutes.

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

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.

Quorum

Five (5) members present shall constitute a quorum of the Board of Education. In the event a quorum is not present at the hour of convening, the meeting may be recessed to a time not later than 9:00 p.m. of the same day. If a quorum is not then present the members may adjourn the meeting to commence on a later day within seven days.

Order of Business

CONDUCT OF MEETINGS (continued)

In general, the order of business shall be as follows for executive session or regular session:

- A. Opening of meeting;
- B. Required notice of open public meeting;
- C. Call to order;
- D. Pledge of allegiance;
- E. Roll call of members;
- F. Adoption of minutes;
- G. Education highlights, presentations and/or recognition;
- H. Public comment;
- I. Executive session (if necessary);
- J. Superintendent's report and recommendations;
 - 1. Personnel – professional;
 - 2. Personnel – support;
 - 3. Harassment, intimidation and bullying report (if necessary);
 - 4. Other business;
 - 5. Financial;
 - 6. Discussion items;
- K. Board president report/Official Correspondence;
 - 1. Communications to the board;
 - 2. Old business;
 - 3. New business;
 - 4. Committee reports;
- L. Public comment;
- M. Executive session (if necessary);
- N. Adjournment.

Adjournment

The board may at any time recess or adjourn to an adjourned meeting at a specified date and place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.

Adopted: November 18, 2003
NJSBA Review/Update: February 2020
Readopted:

Key Words

Parliamentary Authority, Presiding Officer, Agenda, Quorum

Possible

CONDUCT OF MEETINGS (continued)

<u>Cross References:</u>	*1220	<u>Ad hoc</u> advisory committees,
	*9121	Election and duties of president
	9325.4	Voting Method
	9326	Minutes

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