

Bylaw

ORGANIZATION MEETING

The Alloway Township School District shall organize annually at a regular meeting after the November election on any day of the first week in January.

The meeting shall be called to order by the school business administrator, who shall serve as presiding officer pro tempore until the election of a president and vice president.

If the organization meeting cannot take place on that day by reason of lack of a quorum or for any other reason, it shall be held within three (3) days thereafter.

The suggested 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. Reading of Open Public Meetings Act;
- C. Flag salute;
- D. Report of election totals;
- E. Installation of new members;
- F. Nominations and election of president;
- G. Nominations and election of vice president;
- H. Appointment of school auditor;
- I. Appointment of school solicitor;
- J. Adoption of rules, regulations, and policies;
- K. Designation of official newspapers;
- L. Establish monthly meeting date, time and place;
- M. Transfer bank accounts;
- N. Bank depository for bank accounts with authorized signatures;
- O. Bank depository for money market instruments;
- P. Appointment of delegates to County School Boards Association and New Jersey School Boards Association;
- Q. Appointment of board committees;
- R. Adoption of curricula;
- S. Approval of petty cash funds;

ORGANIZATION MEETING (continued)

T. Appointment of agent for grants;

U. Adoption of rules of order;

V. Public discussion;

W. Adjournment.

The business administrator shall administer the oath of office to new board members.

Adopted: November 18, 2003
 Revised: July 26, 2011, February 2020
 NJSBA Review/Update: April 2025
 Readopted:

Key Words

Election, Organization Meeting, Appointments, Annual Appointments

Legal References: N.J.S.A. 18A:10-3 Annual organization
 N.J.S.A. 18A:10-5 Organization meeting as business meeting
 N.J.S.A. 41:1-1 Oath of allegiance; form
 N.J.S.A. 41:1-3 Oath of allegiance; persons required to take; form

Possible

Cross References: *1120 Board of education meetings
 *3570 District records and reports
 *6142.10 Technology
 *9121 Election and duties of president
 *9271 Code of ethics
 *9322 Public and executive sessions
 *9323/9324 Agenda preparation/advance delivery of meeting material
 *9326 Minutes

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