

**ALLOWAY TOWNSHIP SCHOOL DISTRICT**  
**Alloway, New Jersey**

**FILE CODE: 9323/9324**

**Bylaw**

☐ **Monitored**  
☐ **Mandated**  
☒ **Other Reasons**

**AGENDA PREPARATION/ADVANCE DELIVERY OF MEETING MATERIAL**

The Alloway Township Board of Education recognizes that it has a duty to the public for the efficient operation of the school district and, as part of that duty, it must carefully deliberate any proposed actions to be taken by it. Hence, it is the board's intent to carefully consider all matters before it well in advance of any formal board action.

The chief school administrator and the board president, or vice president as necessary, shall prepare the agenda for all meetings of the Alloway Township School District. In doing so, they shall consult the board secretary.

Items of business suggested by any board member, staff member, or citizen of the district may be included at the discretion of the chief school administrator and board president. Where appropriate on the agenda, it shall allow time for the remarks of citizens, staff members, or students who wish to speak briefly before the board.

The agenda shall be published pursuant to the provisions of the Open Public Meetings Act. The board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present and voting. At a regularly scheduled meeting for which an advance agenda has been provided to the public, items of business not anticipated at the time the agenda was prepared may be discussed and acted upon if a majority of the board present and voting agrees to consider them. However, existing board policies and bylaws may not be revised, or new ones adopted, unless the proposals are on the written agenda.

The agenda, together with supporting materials, shall be distributed to board members typically the Friday before the meeting, but not less than 48 hours prior to a regular meeting and posted on the website. The agenda shall also be made available to the press, representatives of community and staff groups, and others, upon request.

Adopted: April 27, 1999  
Revised: November 18, 2003, February 2020  
NJSBA Review/Update: April 2025  
Readopted:

**Key Words**

Board Meeting Agenda, Delivery of Meeting Materials, Board Meeting Materials, Agenda

**Legal References:** N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

Crifasi v. Governing Body of the Borough of Oakland, 156 N.J. Super. 182 (App. Div. 1978)

**Possible**

**Cross References:** \*1120 Board of education meetings  
\*9311 Formulation, adoption, amendment of policies  
\*9312 Formulation, adoption, amendment of bylaws

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