

# POLICY

Section 1. Parliamentary authority – Robert’s 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.

Section 2. 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 to preside. The act of any person so designated shall be legal and binding.

Section 3. 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.

Section 4. Agenda – The Superintendent shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than two days before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The order of business shall be as follows:

- Call to order
- Roll call
- Announcement of notice
- Reading of minutes
- Correspondence
- Committee reports
- Old business
- New business
- Hearing of public
- Superintendent’s report
- Adjournment

N.J.S.A. 10:4-10

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

Date Adopted: 2/16/76

Date Revised: 4/9/84, 1/16/89