

# BYLAWS

## HOWELL TOWNSHIP BOARD OF EDUCATION

BYLAWS  
0151/page 1 of 3  
Organization Meeting

### 0151 ORGANIZATION MEETING

Organization Meeting - The Board of Education shall organize annually at a regular meeting held in all Type II school districts with an April school election, on any day during the first or second week following the April school election or with a November school election, on any day of the first week in January.

Officers - The organization meeting shall be called to order by the Board Secretary or, in his or her absence, the Superintendent, who shall act as chairman pro tempore. The Board Secretary shall administer the oath of office to new members. The Board shall then proceed to the election of a President (who shall then take the chair) and a Vice President. Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ballot, subsequent ballots shall be cast.

- A. Officers shall serve for one year and until their respective successors are elected and shall qualify.
- B. Officers may be removed by a majority vote of the full Board should either officer refuse to perform the duties of his or her office imposed upon him or her by law.
- C. In case the office of President and Vice President shall become vacant, the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term.

Annual Appointments - The Board may appoint at the organization meeting, but shall appoint before July 1 of the year in which it organizes:

- A. A Board Secretary;
- B. A public school accountant;
- C. A medical inspector;
- D. An attendance officer, unless exempt from such appointment;
- E. A psychological examiner;
- F. A member to serve as delegate to the New Jersey School Boards Association, as designated by the Board President;



# BYLAWS

## HOWELL TOWNSHIP BOARD OF EDUCATION

BYLAWS  
0151/page 2 of 3  
Organization Meeting

- G. A member to serve as delegate to the Monmouth County School Boards Association as designated by the Board President; and
- H. An attorney.

Annual Motions and Designations - The Board shall at the organization meeting:

- A. Designate one or more depository(ies) for school funds, and those persons authorized to sign school warrants;
- B. Designate an official newspaper;
- C. Designate a second newspaper for the purpose of publication of Board meetings;
- D. Designate a day, place and time for regular meetings. The Board shall meet for the transaction of business at least once every two months during the periods that the schools are in session;
- E. Adopt existing bylaws and policies; and
- F. Adopt curriculum for all grades.

### Standing Committees

The Board may authorize the establishment of such standing committees as it finds necessary to study operations in specific areas and to make recommendations for Board action. It shall be the policy of the Board to involve the citizens of the community in the management of all Board functions whenever and wherever possible. The following rules will govern the appointment and function of such committees:

- A. The committee shall be established through action of the Board;
- B. The committee chairperson and two Board members shall be appointed by the Board President;
- C. The committee shall be provided with a list of its functions and duties;
- D. The committee may make recommendations for Board action, but it may not act for the Board;



# BYLAWS

## HOWELL TOWNSHIP BOARD OF EDUCATION

BYLAWS  
0151/page 3 of 3  
Organization Meeting

- E. The Board President and Superintendent shall be ex officio members of all standing committees;
- F. All standing committees shall be dissolved at the end of the Board's year and re-established at the annual reorganization meeting. They may be dissolved at any time by a motion of the Board.

### Ad-hoc Committees

Ad-hoc committees may be created for special assignments. The same rules shall apply to ad-hoc committees as apply to standing committees, except that they shall be dissolved upon completion of their assignment.

### Committee of the Whole

The Board reserves the right to meet and work as a Committee of the Whole in informational, discussion, and exploratory sessions. No official action shall be taken at these meetings, unless so advertised.

N.J.S.A. 18A:10-3; 18A:10-5  
N.J.S.A. 41:1-1; 41:1-3

Adopted: 03 January 2013

