

BYLAWS

HOWELL TOWNSHIP BOARD OF EDUCATION

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Conduct of Board Meetings

0164 CONDUCT OF BOARD MEETINGS

Parliamentary Authority

Roberts' 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.

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/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.

Agenda

The Superintendent or designee and the Board President shall prepare the agenda for all meetings of the Board. 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 Superintendent and Board President. The agenda shall allow time for the remarks of citizens, staff members, or pupils who wish to speak briefly before the Board.

The agenda shall be published pursuant to 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.



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The agenda, together with supporting materials, shall be distributed to Board members five days prior to the Board meeting (with the exception of the addenda) to permit them to give items of business careful consideration. The agenda shall also be made available to the press, representatives of community and staff groups, and others, upon request.

N.J.S.A. 10:4-10
N.J.S.A. 18A:16-1.1

Adopted: 03 January 2013

