

## **0164 - CONDUCT OF BOARD MEETING**

### **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 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 three (3) business days before the meeting and shall include such reports and supplementary materials as are appropriate and available.

### **Order of Business**

- I. Flag Salute / Moment of Silence / Sunshine Statement / Call to Order / Roll Call
- II. Approval of Minutes

- 1. Flag Salute/Moment of Silence/Sunshine Statement/Call to Order/Roll Call
- 2. Special/Student Presentations (when applicable)
- 3. Student Board Member Report
- 4. Executive Session
- 5. Approval of Minutes
- 6. Presentations (Business and Reports)
- 7. Superintendent's Report
- 8. Public Comment (Individuals may address the Board on Agenda and School Matters of Community Interest for 3 minutes)
- 9. Committee Reports / Resolutions
  - a. Personnel
  - b. Policy
  - c. Curriculum / Special Education
  - d. Finance / Budget
  - e. Buildings / Grounds
  - f. Community Relations
  - g. (and other committees when applicable)
- 10. New Business

11. Public Comment (Individuals may address the Board on Agenda and School Matters of Community Interest for 1 minute)
12. Board Comments
13. Adjournment

Order of the agenda can be modified by the Board President at his/her/their discretion based on the need to conduct the business of the Board and to expedite the meeting. Meeting will not extend beyond 10:00 pm unless moved by the Board, via resolution, to extend the meeting. This resolution shall establish a new adjournment time for the meeting at hand.

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

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

### **0167 - PUBLIC PARTICIPATION IN BOARD MEETINGS**

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality, residence, and group affiliation, if applicable;
2. Each statement made by a participant during the first public comment period shall be limited to (~~not less than~~ three) 3 minutes' duration;
3. Each statement made by a participant during the second public comment period shall be limited to (~~not less than~~ one) 1 minute duration; (This is newly added)
4. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
5. All statements, questions, or inquiries shall be directed to the presiding officer and any questions or inquiries directed by a participant to another Board

member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member

6. The presiding officer may:

- a. Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy;
- b. Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;
- c. Request any person to leave the meeting when that person does not observe reasonable decorum;
- d. Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting;
- e. Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting;  
and
- f. Waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.

N.J.S.A. 2C:33-8

N.J.S.A. 10:4-12