

# Hackensack Board of Education

## POLICY

Section: Bylaws

### 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 or Board's Designee 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, the Board Secretary or 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 and/or Board Secretary 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) 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. **Executive Session**
- III. **Approve Minutes**
- IV. **Presentations**
- V. **Superintendent's Report**
- VI. **Public Comment**  
*Individuals may address the Board once on Agenda and School Matters of Community Interest for three (3) minutes on any item*
- VII. **Committee Reports / Resolutions**
  - A. Personnel
  - B. Policy
  - C. Curriculum/Special Education
  - D. Finance/Budget
  - E. Buildings/Grounds
- VIII. **Board Comments**
- IX. **Adjournment**

Order of the agenda can be modified by the Board President at his/her 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 and N.J.S.A. 18A:16-1.1

Adopted: June 6, 2017  
Amended: October 28, 2019