

BYLAWS

BOARD OF EDUCATION
HIGH POINT REGIONAL

NO. 0164
BYLAWS
Conduct of Board Meeting
Page 1 of 3

0164. CONDUCT OF BOARD MEETING

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.

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, 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 - Regular Meetings

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 before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The order of business is typically, as follows, although there may be a periodic need to include other items, as necessary:

- Call to order
- Flag salute and pledge of allegiance
- OPMA Statement
- Mission Statement

BYLAWS

BOARD OF EDUCATION
HIGH POINT REGIONAL

NO. 0164
BYLAWS
Conduct of Board Meeting
Page 2 of 3

- Roll call
- Executive session
- Return to public session
- Unfinished business
- Approval of minutes
- Public comments, agenda items only
- Presentations
- Action Items
- Payment of bills
- Legal items
- Correspondence
- Miscellaneous
- Public comments
- Other business
- Adjournment

Agenda - Special Meetings

Special meetings of the Board shall be public and shall commence no later than 8:00 p.m.

Special meetings shall be called by the Secretary at the request of the President or Superintendent, or upon the presentation to him or her of a petition requesting such special meetings and signed by a majority of the whole number of members of the Board.

The order of business shall be as follows unless altered by the chairperson or a majority of those present and voting:

- Call to order
- Flag salute and pledge of allegiance
- Public Comments
- Announcement
- Reading of notice of meeting
- Transaction of business for which meeting was called
- Public Comments
- Adjournment

BYLAWS

BOARD OF EDUCATION
HIGH POINT REGIONAL

NO. 0164
BYLAWS
Conduct of Board Meeting
Page 3 of 3

Board Session

A conference session not regularly scheduled may be called at any time by the President; the President shall call such a conference session when requested to do so by five members of the Board.

N.J.S.A. 10:04-10
N.J.S.A. 18A: 16-1.1

Date Adopted: 4/18/77
Date Revised: 7/23/79, 3/18/91, 5/19/20