

## 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 or School Business Administrator/Board Secretary shall prepare an agenda of items of business to come before the Board at each meeting. The agenda typically shall be delivered via email to each ~~Board~~-member as well as on the school board secured site no later than two days before the meeting and shall include such reports and supplementary materials as are appropriate and available on the school boards secured site.

The order of business shall be as follows:

- Roll call
- Flag salute
- Announcement of compliance with notice requirement
- Executive Session
- Approval of minutes
- Communications
- Public participation on proposed resolutions on the agenda
- Report of Superintendent (last regular meeting of each month)
- Report of standing committees



# POLICY

TOWNSHIP OF UNION  
**BOARD OF EDUCATION**

Bylaws  
0164/Page 2 of 2  
CONDUCT OF BOARD MEETING

Report of special committees  
Unfinished business  
New business  
Approval of bills (at either regular meeting, whichever is appropriate)  
Public comment  
Adjournment

Special and/or significant accomplishments of staff, students or the district as a whole shall be announced as they occur at the discretion of the Board.

The Board wishes to recognize the loyalty and service of Board members and long-term employees and directs the Superintendent or Board Secretary to procure appropriate proof of appreciation for:

1. Employees who are retiring from active employment after a minimum of twenty years of service to the district;
2. Board members who have completed at least a full three-year term of office, upon leaving the Board.

For employees, appropriate recognition shall be presented at a time and place selected by the Board, with appropriate advance notice so that the public may participate.

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

Adopted: 14 September 2021  
Revised/Readopted: February 21, 2023

