

POLICY GUIDE

BYLAWS

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Call, Adjournment, and Cancellation

Dec 22

[See POLICY ALERT No. 229]

0161 CALL, ADJOURNMENT, AND CANCELLATION

All The Board of Education ~~meetings~~ shall ~~be meet~~ in public and each Board shall hold a meeting session at least once ~~every two months~~ a month during the period in which the schools in the district are in session.

All meetings shall be called to commence not later than 8:00 p.m. of the day designated.

The Secretary of the Board shall call a special meeting of the Board whenever: requested by the President of the Board; requested by the Superintendent when the Board fails to meet ~~once a within two months~~ during the period in which the schools in the district are in session; or when presented with a petition signed by a majority of the full membership of the Board requesting the special meeting.

A meeting not regularly scheduled may be called by the Board Secretary at the request of the President or upon the presentation to the Board Secretary of a petition requesting a meeting and signed by a majority of the full Board.

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced **at the time of the recess or before** the adjournment ~~takes place~~. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was passed.

When circumstances are such as to prevent the attendance of a majority or all of Board members or to frustrate the purpose of the meeting, a meeting may be canceled by the Board Secretary at the request of the President. Notice of the cancellation shall be given, by expedient means, to all Board members, to the Superintendent, and, whenever possible, to the newspapers in which notice of Board meetings is regularly given. If possible, written notice of the cancellation shall also be posted at the place where the canceled meeting was scheduled to occur. Notice of the cancellation shall include the date, time, and place of the next scheduled meeting. Notice of the cancellation shall be read at the next following Board meeting and shall be duly recorded in the official minute book.

N.J.S.A. 18A:10-6; N.J.A.C. 6A:32-3.1

Adopted: 14 September 2021

Revised/Readopted: February 21, 2023

