

## 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 and 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.

The order of business shall be as follows:

Announcement of notice

Pledge of Allegiance

Roll Call

Recognition Items

Communications/Correspondence

**New Business**



# POLICY

## HIGH BRIDGE BOARD OF EDUCATION

Bylaws  
0164/Page 2 of 2  
CONDUCT OF BOARD MEETING

Public Comments

Adoption of Minutes from Previous Meeting

Reports to the Board

Superintendent's Reports

Business Administrator's Report

Principal's Report

Action Items

New Business

Public Comments (limited to agenda items)

Executive Session

Action Items

Adoption of Executive Session Minutes of prior meeting

Adjournment

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

Adopted: 18 December 1995  
Revised: 18 November 1996  
07 July 2010  
08 August 2011  
14 November 2011  
14 March 2016

