

DELANCO TOWNSHIP BOARD OF EDUCATION

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MEETINGS

0161 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.

0162 Quorum

Five members of the Board shall constitute a quorum, and no business shall be conducted in the absence of a quorum. In the event a quorum is not present at the hour of convening, the meeting may be recessed to a time not later than 9 o'clock p.m. of the same day. If a quorum is not then present, the members present may adjourn the meeting to a later date within seven days.

N.J.S.A. 18A:10-6

0163 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 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. 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.

N.J.S.A. 10:4-10

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

0164 Call

Meetings not regularly scheduled shall be called by the Secretary at the request of the President or upon the presentation to him or her of a petition requesting such a meeting and signed by a majority of the full Board.

N.J.A.C. 6:3-1.9

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Meetings of the Board shall be public and shall commence no later than 8 o'clock p.m.

N.J.S.A. 10:4-1

N.J.S.A. 18A:10-6

0165 Notice

The Secretary shall notify, in writing and no later than forty-eight hours in advance of the meeting, each Board member and each person who has duly requested such notification of the time, date, location, and, to the extent it is known, the agenda of any regular, special, or re-scheduled meeting. Such notice shall be posted in the school buildings delivered to two newspapers designated by the Board, and filed with the clerk of the Township, except that, where the time, date, and location of meetings has been published annually in accordance with law, no further notice shall be required.

N.J.S.A. 10:4-8d

Upon the affirmative vote of three-quarters of the members present, the Board may meet in the absence of adequate notice, provided that discussion and action is limited to specific and unforeseen or unforeseeable matters of such urgency and importance that delay for the provision of notice would be likely to result in substantial harm to the public interest and that notice is given as soon as possible after the call of the meeting in accordance with the provisions of law and this bylaw.

N.J.S.A.10:4-9b

0166 Agenda

The Superintendent 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 five 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:

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Call to order
Moment of silence
Roll call
Announcement of notice
Approval of minutes
Treasurer's report
Board Secretary's report
Recognition of public on agenda
Superintendent's report
Committee reports
Old business
New business
Recognition of public on any subject
Adjournment

0167.1 Voting

All motions shall require for adoption the majority vote of those present and voting, except as provided by statutes of the State of New Jersey, these bylaws, or parliamentary authority. Abstentions shall not be counted as votes, but shall be recorded and are deemed to acquiesce in the outcome of the vote.

All actions requiring a vote may be conducted by voice, show of hands or roll call provided that the vote of each member be recorded. Proxy voting shall not be permitted.

N.J.S.A. 10:4-14

0167.2 Private Session

The Board may meet in a private session only to discuss and act on issues exempted by law from the requirement that all Board meetings be public and only after the adoption at a public meeting of a resolution stating the general nature of the subjects to be discussed and, as precisely as possible, the time when and circumstances under which the discussion conducted in private session can be disclosed to the public.

N.J.S.A. 10:4-13

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0167.3 Hearing of Public

The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public comment at every public meeting of the Board. Public participation shall be permitted as indicated on the order of business in the bylaws of this Board and at the discretion of the presiding officer.

Public participation shall be extended to residents of this district, persons having a legitimate interest in the actions of this Board, persons representing groups in the community or school district, representatives of firms eligible to bid on materials or services solicited by the Board, and employees and pupils of this district, except when the issue addressed by the participant is subject to remediation by an alternate method provided for in policies or contracts of the Board.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface his or her comments by an announcement of his or her name, place of residence, and group affiliation, if appropriate.
2. Each statement made by a participant may be limited in duration.
3. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.

The presiding officer may interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene,

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or irrelevant; request any individual to leave the meeting when that person does not observe reasonable decorum; request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting; call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business. The portion of the meeting during which the participation of the public is invited shall be limited to 30 minutes.

N.J.S.A. 2C:33-8

0167.4 Adjournment

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced 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 acted upon.

0168 Minutes

The Board shall keep reasonably comprehensible minutes of all its meetings showing the time and place, the members present, the subject considered, the actions taken, the vote of each member, and any other information required to be shown in the minutes by law.

N.J.S.A. 10:4-14

Minutes of public meetings shall be public records and shall be filed in the Secretary's office in a minute book as the permanent record of the acts of this Board. Minutes of private meetings shall not be public records and shall be filed in the Secretary's office in a place separate from the minute book. The Secretary shall provide each Board member with a copy of the minutes no later than 14 days after the regular Board meeting.

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0169 Committee Meetings

Committee meetings may be called at any time by the committee chairperson. Committee meetings shall not be open to the public, except that a majority of the committee or the chairperson may invite Board employees, contractors or other persons who may have special knowledge of the area under investigation.

Adopted: November 11, 1971

Revised: September 10, 1986, June 14, 1989