

POLICY

LACEY TOWNSHIP BOARD OF EDUCATION

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CONDUCT OF BOARD MEETING

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

The order of business **for a regular monthly board meeting** shall be as follows:

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Statement of Adequate Notice**
4. **Roll Call**
5. **Executive Session**
6. **Resume Meeting – 7:30 p.m.**
 - a. **Reports and Comments**
 - i. **Student Representative Comment**
 - ii. **Report of the Superintendent**
7. **Public Comment**
8. **Board Committee Reports**



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- 9. Superintendent Comment**
- 10. Board Member Comment**
- 11. Resolutions**
- 12. Executive Session, if needed**
- 13. Adjournment**

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

Adopted: November 21, 2005
Revised:



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PUBLIC PARTICIPATION IN BOARD MEETINGS

0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Education 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 set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.

The Board of Education will permit public participation **once** during the regularly scheduled monthly Board Meeting. The comments or questions shall be limited to five (5) minutes in duration.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name municipality of residence, and group affiliation, if applicable;
2. Each statement made by a participant may be limited by the presiding officer;
3. No participant may speak more than once until all others who wish to speak have been heard;
4. All statements, questions, or inquiries shall be directed to the presiding officer and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member;
5. The presiding officer may:
 - a. Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy;



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- b. Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;
- c. Request any person to leave the meeting when that person does not observe reasonable decorum;
- d. Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting;
- e. Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and
- f. Waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.

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

N.J.S.A. 10:4-12

Adopted: June 20, 2016

Revised: December 16, 2019

Revised:



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DUTIES OF PRESIDENT AND VICE PRESIDENT

0171 – Duties of President and Vice President

The President of the Board of Education shall:

1. Preside at all meetings of the Board of Education;
2. Require the Board Secretary to call special meetings of the board (N.J.A.C. 6A:32-3.1);
3. Sign all school district warrants (18A:19-1);
4. Certify to all payrolls (18A:19-9);
5. Subscribe bonds, notes, contracts, and other legal instruments for which the signature of the President is required, N.J.S.A. 18A:24-32;
6. Issue subpoenas to compel attendance of witnesses and production of documents, N.J.S.A. 18A:6-20;
7. Appoint all committees of the Board and serve as committee member ex- officio in accordance with Board Bylaw No. 0155.
8. Collaborate with the Superintendent to determine meeting agendas;
9. Welcome community input and recognize speakers;
10. Observe protocol and adhere to the agenda;
11. Follow the basics of parliamentary procedure and refer to rules of order when necessary;
12. Promote full attendance and preparedness for board meetings;
13. Alert all Board Members of an issue of conflict or the appearance of impropriety;



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DUTIES OF PRESIDENT AND VICE PRESIDENT

The Vice President shall assume and discharge the duties of the President in the President's absence, disability, or disqualification. N.J.S.A. 18A:16-1.1

Adopted: November 21, 2005

Revised: December 18, 2017

Revised:

