

### 0164 CONDUCT OF BOARD MEETINGS

#### 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, in consultation with the Board President shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to typically 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 shall be as follows:

- Call to order
- Pledge of Allegiance
- Open Public Meeting Act
- Roll call
- Executive session (when necessary and upon proper notice)
- Superintendent's remarks
- Committee reports
- Public comment (agenda items)
- Action items
- Board business



# BYLAWS

## WATCHUNG BOROUGH BOARD OF EDUCATION

0164/page 2 of  
2 Conduct of Board  
Meetings

Second opportunity for public comment  
Adjournment

The Board reserves its right to modify the order of business, pursuant to Robert's Rules of Order, Newly Revised.

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

Adopted: March 16, 2020  
Revised: March 18, 2024