

ORGANIZATION OF THE BOARD

Organization Meeting

The Kittatinny Regional School District Board of Education shall organize annually at a regular meeting held not later than 8:00 p.m. on any day of the first week of January following the annual November school election. If the organization meeting cannot take place on that day by reason of a lack of quorum or for any other reason, said meeting shall be held within three days thereafter (N.J.S.A. 18A:10-3).

Number of Members and Terms of Office

As required by law, Board members are elected at large by the district voters at the annual election.

The terms of Board members are arranged so that three members of the nine-member Board are elected each succeeding year. All Board members will be elected for three-year terms.

All selections are conducted in accordance with requirements established by law.

Officers

The organization meeting shall be called to order by the Board secretary, and in his or her absence, the Superintendent, who shall act as chairman pro tempore. The Board secretary shall administer the oath of office to new members. The Board shall then proceed to the election of a president and a vice president. The president shall then take the chair. Election of officers shall be a plurality vote of the Board.

- A. Officers shall serve for one year and until their respective successors are elected and shall qualify (N.J.S.A. 18A:15-1);
- B. Officers may be removed by a majority vote of the full Board should either officer refuse to perform the duties of his or her office imposed by law (N.J.S.A. 18A 15-2);
- C. In case the office of president or vice president becomes vacant, the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term (N.J.S.A. 18A:15-2);
- D. The president and vice president shall not serve more than three consecutive terms.

Motions

The Board shall at the organization meeting:

- A. Designate a depository(s) for school funds, (N.J.S.A. 18A 17-34) and those persons authorized to sign school warrants (N.J.S.A. 18A:19-1);
- B. Designate a newspaper(s) published in the district as the official newspaper(s), and if there is no such newspaper, one which is published in the county or state and circulates in the district (N.J.S.A. 18A:14-19; N.J.S.A. 18A:22-11; N.J.S.A. 18A:39-3);
- C. Designate a second newspaper for the purpose of publication of Board meetings (N.J.S.A. 10:4-8d);
- D. Designate a day, place and time for regular meetings. Within seven days following the annual organization meeting of the Board, the secretary shall post and maintain posted throughout the year in the municipal building, mail to the newspapers and submit to the persons described in the Notice section of these bylaws for the purpose of public inspection, a schedule of the regular meetings of the Board to be held during the succeeding year. Such schedule shall contain the location of each meeting to the extent that it is known and the time and date of each meeting. In the event that such schedule is thereafter revised, the Board, within seven days following such revision, shall host, mail, and submit such revision in the manner described above (N.J.S.A. 10:4-18). The Board shall meet for the transaction of business at least once every two months for the periods that the schools are in session (N.J.S.A. 18A:10-6). Adopt existing bylaws and policies for its operation and the operation of the school system.

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Committees

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board (see Board Bylaw 9130 Committees).

- A. Committees shall consist of three but no more than four members. The president shall determine that a fourth member shall be appointed in order for a committee to carry out its duties.
- B. Members shall be appointed by the president, who shall serve as ex-officio member on all committees. The president shall not attend meetings of committees that consist of four members unless a member of the committee will not be in attendance;
- C. A member may request appointment to a committee.
- D. Each Board committee shall be convened by a chairperson who shall report for the committee and shall be appointed by the president.
- E. The president shall appoint at the organization meeting, or thereafter, members of the Board to standing committees, where they shall serve a term of one year;
- F. A majority of the total membership of a standing committee shall constitute a quorum;
- G. Ad hoc committees may be created and charged at any time by the president. Members of committees shall serve until the committee is discharged.

Legal References:

<u>N.J.S.A.</u> 10:4-8	Open Public Meetings Act, definitions
<u>N.J.S.A.</u> 17:9-9	Depositories for public moneys; designation; effect upon officer's liability
<u>N.J.S.A.</u> 18A:6-46	Delegates to state association
<u>N.J.S.A.</u> 18:10-3	Annual organization
<u>N.J.S.A.</u> 18A:17-2	Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
<u>N.J.S.A.</u> 18A:17-5	Appointment of a secretary of Board of Education; terms; compensation; vacancy
<u>N.J.S.A.</u> 18A:17-17-31	Treasurers of school moneys; who to act
<u>N.J.S.A.</u> 18A:17-34	Receipt and disposition of moneys
<u>N.J.S.A.</u> 18A:22-11	Notice of public hearing
<u>N.J.S.A.</u> 18A:23-1	Audit when and how made
<u>N.J.S.A.</u> 18A:33-1	District to furnish suitable facilities; adoption of courses of study
<u>N.J.S.A.</u> 18A:38-32	District and county vocational school attendance officers
<u>N.J.S.A.</u> 18A:39-3	Pupil transportation contracts
<u>N.J.S.A.</u> 18A:40-1	Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
<u>N.J.S.A.</u> 41:1-1	Oath of allegiance; form
<u>N.J.S.A.</u> 41:1-3	Oath of allegiance; persons required to take; form

Possible

Cross Reference:

*9121	Election and duties of the president
*9130	Committees
*9321	Time, place notification of meetings
*9325.4	Voting

*Indicates policy is included in the Critical Policy Reference Manual.

Adopted/Revised: 10/23/86; 7/27/17