

**MEETING PROCEDURES/QUORUM**

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A quorum shall consist of five Board of Education (Board) members, 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 9:00 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.

Parliamentary Authority

*Roberts' Rules of Order, Newly Revised*, shall govern the Board 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 or 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 School Business Administrator/Board Secretary (BA) 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 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
- Flag salute
- Open Public Meetings Act Statement
- Roll call
- Approval of minutes
- Approval of financial statements
- Questions and clarifications from the Work Session
- Correspondence
- Commendations
- Petitions from the audience
- CSA report
- Superintendent's recommendations
- Committee reports
- Strategic plan
- Executive session
- Old business
- New business
- Adjournment

Adopted/Revised: 10/23/86; 11/16/17