

## **Bylaw**

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### MEETING PROCEDURES

#### Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern the Plainfield 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 by laws.

#### President 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.

#### Attendance of Board Officials

In addition to the Secretary, the following district officials or their designee will be required to attend every meeting of the Board, unless excused by the Board:

- A. Superintendent
- B. School Business Administrator
- C. Board Counsel

Failure of any of the foregoing to regularly attend board meetings may constitute cause for the removal of said person from office in accordance with the terms of his/her contract.

#### 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

- A. All reports, communications, resolutions, contract documents or other matters to be considered by the Board shall be delivered to the Board Secretary, whereupon the Secretary shall immediately arrange a list of such matters, according to the order of business set forth in section 5 of this article.
- B. The Superintendent and Board President shall draw up the agenda to be presented to each member of the Board, Business Administrator, Administrative Assistant, Board Counsel, Auditor and City Clerk. Thereafter, none of the foregoing matters shall be presented to the Board by the administrative staff of the school system except those of an urgent nature, and when so presented, shall have the written approval of the President. The Secretary shall post a copy of the agenda in the board office in keeping with the above distribution. All resolutions prepared for the agenda shall be received by the Board Counsel prior to the regular meeting. Resolutions and other matters and subjects requiring action by the Board must be introduced and sponsored by a member of the Board, and should be submitted through the appropriate committee wherever feasible. No prepared resolution shall be considered unless the item appears on the agenda in written form.
- C. All reports and resolutions shall be filed with the Secretary and entered in the minutes.

## MEETING PROCEDURES (continued)

- D. No account or other demand against the Board shall be allowed until it has been considered and reported upon as part of the claims review by the Budget and Finance Committee.

While the agenda order of items considered during each meeting may be moved for public convenience and other factors as determined by the Superintendent and Board President, the order of business shall generally be set as follows:

Call to order  
Pledge of Allegiance  
Roll call  
Executive Session  
Remarks from the Board President  
Remarks from the Superintendent  
Privilege of the Floor  
Remarks from Committee Chairpersons  
Report of Delegates/Legislative  
Report of Board/School Liaisons  
Approval of Minutes  
Human Resources/C&I/Finance Reports  
Secretary and Treasurer's Reports  
Adjournment

Executive sessions may be convened on those subjects permitted by law and shall generally be held towards the end of the meeting, but can also be moved anywhere in the agenda order as determined by the Superintendent and Board President on an as needed basis.

### Quorum

A quorum shall consist of five (5) members, and no business shall be conducted in the absence of a quorum.

In the event a quorum is not present within thirty minutes of the scheduled hour of convening; the meeting may be recessed to a time not later than 8:30 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 (7) days with notification to the Board Secretary.

### Rules of Debate

- A. The President or Vice President as may be presiding as President pro tempore may move, second and debate from the chair, subject only to such limitations of debate as are by these rules imposed upon all members and shall not be deprived of any of the rights and privileges of board members by reason of his acting as the presiding officer.
- B. Every member desiring to speak shall address the Chair, and upon recognition by the presiding officer, shall confine himself to the question under debate, avoiding all personalities and indecorous language.
- C. A member once recognized shall not be interrupted when speaking unless it is to call him to order or as herein otherwise provided.
- D. Any member may appeal to the Board from the decision of the President or Vice President as the case may be, upon a question of order, when without a debate the President or Vice President as the case may be, shall submit to the Board the question, "Shall the decision of the Chair be sustained?", and the Board shall decide by vote.
- E. While the board is in session, the members must preserve order and decorum, and a member shall, neither by conversation or otherwise, delay or interrupt the proceedings or the peace of the Board nor disturb any members while speaking or refuse to comply with the orders of the Board or its presiding

