



# POLICY

**Haddonfield  
Board of Education**

## BYLAWS

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Conduct of Board Meetings

### **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 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.

#### Agenda Review

The Board will approve the agenda, and any necessary changes to it, at the start of the meeting by a majority vote. A list of committee reports to be given and any anticipated action items proposed by the committees should be added to the agenda prior to its approval. (Some possible reasons to change the agenda may be; to allow for the reordering of items for the convenience of those attending the meeting who will be given presentations, to better accommodate public comment, to accommodate a Board member's schedule, or to table an item if sufficient background information is unavailable)

The formal of the agenda will be approved annually.

#### Virtual Board Meeting

The Board may conduct a meeting utilizing technology that will enable a meeting to occur without the physical presence of board members, administration and/or the public utilizing video conferencing, electronic devices or other similar technology. A Virtual Board Meeting will only



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be used in an emergent situation that requires school buildings and offices to be closed. The decision to conduct a Virtual Board Meeting will be made by the Board President, in consultation with the Superintendent and Business Administrator. All votes taken by Board Members participating via electronic devices at such meeting shall be valid and binding, and shall not be considered “proxy voting.”

Virtual Board Meetings will offer the opportunity to have members of the public address the board during the public comment section of the meeting. Virtual participation in closed or executive session shall be limited and only used in emergent situations and upon satisfactory assurances that any discussion shall be and remain confidential.

N.J.S.A. 18A:10-6  
N.J.A.C. 6A:32-3.1

Adopted: 10/18/2007

BOE Revised Date: 4/30/2020  
BOE Approved Date: 10/29/2018