

## 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 Board Secretary in consultation with 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.

The order of business shall be as follows:

- Call to Order
- Roll Call
- Closed Session
- Pledge of Allegiance
- Review or Approval of Minutes
- ~~Public Discussion~~
- Correspondence
- President's Report
- Superintendent's Report
- Student Council Representative Report
- Committee Reports
- Liaison Reports



Public Discussion  
Old Business  
New Business  
Adjournment

## Open Board Meeting Policy

The Randolph Township Board of Education believes that the public should have access to all phases of deliberation, policy formulation, and decision-making of the school district. Therefore, all meetings of the Board shall be open to the public with the exception of meetings at which the following are discussed:

1. Matters legally rendered confidential.
2. Matters that would impair the receipt of federal funds.
3. Matters, the disclosure of which would constitute unwarranted invasion of individual privacy.
4. Any proposed collective bargaining agreement, including negotiations sessions.
5. Matters concerning the purchase, lease, acquisition of real property or investment where the disclosure could adversely affect public interest.
6. Matters that could compromise the school district's ability to protect the safety of public and property.
7. Investigations of possible violations of law.
8. Pending or anticipated litigation or contract negotiation.
9. Matters involving the employment, appointment, termination, terms and conditions of employment, evaluation, promoting or disciplining of any prospective or current Board employee or officer.
10. Any deliberations occurring after a public hearing that may result in a civil penalty or loss of license to individual.
11. Matters falling within attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.

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

Adopted: 17 July 2012

