

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 and the Administrative Cabinet, in consultation with the Board President, 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 business days, except when an unscheduled meeting is being called, before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The meeting agenda shall be posted on the district's website and circulated via the district email system 48 hours prior to the meeting time. A reminder email with the agenda shall be sent on the day of the meeting.

The order of business shall be as follows:

- Call to order and roll call
- Optional: Motion to go into executive session
- Optional: Call to order and roll call again after returning from the closed session
- Pledge of Allegiance
- Opening statement by presiding officer
- Optional: Student presentations and outside/vendor consultants (Presiding Officer has the discretion to move presentations listed on the agenda to before or after initial public comments)
- Initial Public Comments (4 minutes per person)
- Presentations
- Superintendent's report

Consent items – regular and routine issues
Resolutions and Motions not included in the Consent Agenda
Approval of bills
Board member announcements
Board committee reports
Discussion items
Acceptance of minutes
Other business
Comments from the public
Optional: Motion to go into executive session
Optional: Reconvened public meeting
Adjournment

Electronic Participation and Virtual Meetings

In the event of extraordinary circumstances (which shall be defined as a natural disaster, mandatory or self-imposed quarantine, a State of Emergency declared by the Governor of the State of New Jersey or similar situation), it may be necessary for the full Board to meet virtually, via teleconference or digital media platform, in order to take necessary action.

A. Electronic Participation in In-Person Board meetings

In the event that an individual board member is unable to attend an in-person meeting, where there is a quorum present, due to extraordinary circumstances as defined above, such member may participate telephonically or electronically, with the permission of the Board President, whose permission shall not be unreasonably withheld, provided that they are able to hear the proceedings and be heard.

B. Virtual Meetings

Under extraordinary circumstances as defined above, teleconference options and digital platforms may be used to enable virtual board meetings and action even when all members of the Board are not physically present as long as prior arrangements are made to afford the public the opportunity to hear and participate in the meeting.

The Board may conduct a public meeting via teleconference or digital platform where members of the public are given appropriate notice and granted access enabling them to listen to and participate in the meeting at the appropriate time. A teleconference or virtual medium will only be used to host a public meeting of the full Board in a situation that makes it impossible or impractical for a quorum of members to meet in person due to the extraordinary circumstances as defined above.

BYLAW

RIDGEWOOD BOARD OF EDUCATION

BYLAWS

0164/page 3 of 3

Conduct of Board Meetings

Telephonic participation in or the virtual hosting of closed or executive sessions of the full Board shall be limited and only used in situations where in person attendance or the holding of meetings are impossible or impractical as defined. All closed or executive sessions shall be and remain confidential.

All members who participate in executive sessions telephonically and/or virtually shall do so privately behind closed doors without any non-members of the board being present. Those members will use remote access methods that do not allow non-board members to hear or see the meeting. No portion of the executive session shall be recorded, photographed, or otherwise reproduced in a video or audio format by anyone. Upon adjournment, all members will leave the meeting promptly.

N.J.S.A. 10:4-10

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

Adopted: 7 December 2009

Revised: 18 March 2013

Revised: 2 November 2020