

# BYLAWS

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## 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 School Business Administrator/Board Secretary 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 typically 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:

- Regular Session Call to order
- Roll call
- Flag Salute
- Board President's Report
- Committee Reports
- Public Comments – Agenda Items Only
- Superintendent's Report
- Board Secretary's Report
- General Resolutions

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Business Resolutions  
Personnel Resolutions  
Public Comments – General Items Only  
Old Business  
New Business  
Resolution to Enter Closed Session  
Adjournment

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

First Reading: December 14, 2010  
Revised: January 11, 2011