

BYLAWS

GREENWICH TOWNSHIP BOARD OF EDUCATION

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Preparation of Board Agenda and
Supporting Materials

0162.1 PREPARATION OF BOARD AGENDA AND SUPPORTING MATERIALS

The agenda for scheduled Board meetings shall provide for orderly, timely and coordinated consideration of district operation.

The Superintendent, in cooperation with the School Business Administrator/Board Secretary, shall prepare the agenda for all meetings of the Board. He/she shall consult with the Board President in so doing. Members of the Board may request that items be placed on the agenda.

Time for public comment shall be scheduled for business meetings. Public comment will not be scheduled for meetings held for discussion of the agenda of a business meeting. The Board President may allow exceptions.

Organization of the agenda shall usually follow the committee structure of the Board, with such additional matters as the Superintendent and Board President may think necessary. The Board shall follow the order of business set by the agenda unless altered by majority vote of the member present. At a regularly scheduled and advertised meeting, items of business not on the agenda may be discussed and voted on by action of a majority of the Board members present. However, existing Board policies may not be revised or new ones adopted unless the proposals are on the written agenda.

Members of the community may request that a particular matter be considered by submitting their concerns in writing to the President of the Board. This correspondence will be formally accepted at a regular meeting and assigned to a committee or the administration for review and possible action.

The agenda, together with supporting materials, shall be distributed to Board members in sufficient time prior to the meeting to permit careful consideration. The agenda shall also be made available to the press, representatives of community and staff groups, members of the community and others, upon request.

N.J.S.A. 18A:11-1

Adopted: 14 March 2005

