

BYLAW

WALL TOWNSHIP BOARD OF EDUCATION

BYLAWS
0164/Page 1 of 1
CONDUCT OF BOARD MEETING

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Board of Education meetings shall be a primary means of sharing information with community members. Regular and special meetings of the Board of Education are open to the public except when, by resolution at the public meeting, the Board excludes the public from those parts of a meeting which deal with matters held confidential in accordance with law.

Statement of Adequate Notice

At the beginning of every meeting, the Board president must announce that adequate notice of the meeting has been provided and must specify the time, place and manner in which the notice was provided. However, if adequate notice was not provided, the President must say so, and in addition, must state:

1. The nature of the matter of urgency or importance for which the meeting without adequate notice was called;
2. The nature of the substantial harm to the public interest likely to result from a delay in holding the meeting;
3. That the meeting will be limited to discussion of and action on such matters of urgency and importance;
4. The time, place and manner in which some notice of the meeting was provided;
5. Either of the following:
 - a. That the need for such meeting could not reasonably have been foreseen at a time when adequate notice could have been provided, and why this was so; or
 - b. That such need could reasonably have been foreseen in time for adequate notice, but nevertheless such notice was not provided, and the reasons why.

Annual Notice

An annual schedule of formal and work sessions shall be adopted by the Board of Education at the annual organization meeting of the Board.



BYLAW

WALL TOWNSHIP BOARD OF EDUCATION

BYLAWS
0164/Page 2 of 2
CONDUCT OF BOARD MEETING

This schedule, which shall include the location, time and date of each meeting, shall be posted in a public place, sent to at least two newspapers and sent to the township clerk within seven days following the organization meeting.

The Board shall determine annually at the organization meeting the public posting place and the newspapers designated to receive notice of meetings.

If the Board makes any changes to the annual schedule, then it shall give notice within seven days of making that change. The noticing shall follow the above procedures.

In addition, any person may, upon request and pre-payment of a reasonable sum, have his/her name placed on a mailing list to receive annual schedule, any revisions to that schedule and notice of special meetings. Requests shall be made on an annual basis and are renewable by each January 31.

48 Hour Notice – Special Notices

Notice of other meetings, not included in the annual schedule, shall be made at least forty-eight hours in advance of the meeting, giving the time, date and location, and, to the extent known the agenda of the meeting. Notice shall be made public in the same manner as the Annual Notice.

Time

All Board meetings shall be public and the Board shall hold a formal session at least once every month.

All meetings shall commence not later than 8:00 p.m. of the designated day, but if a quorum is not present at the time for which the meeting is called, the member or members present may recess the meeting to a time not later than 9:00 p.m. of said day and, if no quorum is present at that time, the member or members present may adjourn the meeting to commence not later than 8:00 p.m. of another day not less than forty-eight hours, nor more than seven days following the date for which the original meeting was called, but no further recess or adjournment of the meeting shall be made.

Public announcement of time and day to which any meeting is so recessed, or adjourned, shall be made at the time of the recess or adjournment and shall be in accordance with the law.

Emergency Meetings



BYLAW

WALL TOWNSHIP BOARD OF EDUCATION

BYLAWS
0164/Page 3 of 3
CONDUCT OF BOARD MEETING

Emergency meetings may be called by the Secretary without providing adequate public notice, provided the following conditions are met:

1. Five members vote to do so;
2. The meeting is required to deal with matters of such urgency and importance that delay would be likely to result in substantial harm to the public interest;
3. The meeting will be limited to discussion of and acting on these matters;
4. Notice of such meetings is provided as soon as possible following the calling of such meetings;
5. One of the following:
 - a. Either the Board could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided;
 - b. The need could have been foreseen in time, but the Board failed to do so.

The order of business shall be as follows:

Call to Order
Sunshine Announcement
Roll call
Committee Reports
Public Comment
Approval of Secretary's Minutes
Superintendent's Report
Business Office
Miscellaneous
Adjournment

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

Adopted: 15 September 2009
Revised: 11 September 2012

