

Bylaw

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MEETING PROCEDURES

Parliamentary Authority

Unless otherwise provided in the board's policies or bylaws, the board shall conduct all its meetings in accord with Robert's Rules of order, Revised.

The board secretary shall have a copy of Robert's Rules of order, Revised at each board meeting.

Quorum

Five members of the Township of Union Board of Education shall constitute a quorum qualified to conduct business for the board. A vote of the majority of members present shall be necessary for passage of any motion except those specified by law which requires a majority vote of the whole number of members of the board.

Order of Business

The following order of business shall be followed at all regular meetings of the Union Township Board of Education:

- A. Roll Call
- B. Flag Salute
- C. Announcement of compliance with notice requirement
- D. Approval of minutes
- E. Communications
- F. Public participation on proposed resolutions on the agenda
- G. Report of Superintendent (last regular meeting of each month)
- H. Report of standing committees
- I. Report of special committees
- J. Unfinished business
- K. New business
- L. Approval of bills (at either regular meeting, whichever is appropriate)
- M. Public comment
- N. Adjournment

Adopted:	June 1999
NJSBA Review/Update:	April 2012
Readopted:	December 2014



MEETING PROCEDURES (continued)

Key Words

Parliamentary Authority, Regular Meetings, Order of Business, Quorum

Cross References: \*1220      Ad hoc advisory committees  
                         \*9121      Election and duties of president  
                         \*9325.4      Voting Method  
                         \*9326      Minutes

\*Indicates policy is included in the Critical Policy Reference Manual.

