

## 0164 CONDUCT OF BOARD MEETING

### 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 School Business Administrator/Board Secretary shall prepare an agenda of items of business in consultation with the Board President to come before the Board at each meeting. The agenda shall be delivered to each Board member sufficiently prior to the Board meeting to permit the Board members give items of business careful consideration no later than the next Board meeting and shall include such reports and supplementary materials as are appropriate and available.

The order of business is to be specified in each meeting's agenda.

The Board shall follow the order of business set up by the agenda unless the order is altered by a 2/3 majority vote of the members present. At a regularly scheduled meeting, notice of which has been provided in the annual schedule of meetings, items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. However, existing Board policies may not be revised or new ones adopted unless the proposals are on the written agenda.



## Electronic Participation in Meetings

The board recognizes that it is a duty of the office to which each member is elected that the member physically attends board meetings. The board acknowledges that on occasion a scheduling conflict may arise that prevents a member from being physically present at a meeting. Due to advances in communication technology, the board has the capacity to permit remote attendance at board meetings through the use of electronic devices. Therefore, the board authorizes that a board member may participate in a board meeting from a remote location through the use of an electronic device according to the following guidelines:

- A. There is a good reason why the board member cannot physically attend the meeting;
- B. A request for remote participation is made 24 hours in advance to the meeting, and approved by the board president, or in the case of the board president making the request, the vice president; and
- C. An electronic connection is available and is sufficient to be heard by the public.

Remote participation of a member shall be announced to the public and recorded in the meeting minutes at the roll call.

Board members approved to participate in a board meeting from a remote location through an electronic device may be counted in the quorum. The electronic connection must be audible to the public and in the same location as the meeting.

Any remotely participating member will be considered absent for all or part of the meeting as appropriate, if the electronic connection is or becomes insufficient to be heard by the public; if the transmission is terminated due to equipment or power failure or poor connection; or any other reason that jeopardizes the public's access to information at the meeting in accordance with the Open Public Meetings Act. The member's absence shall be duly noted in the minutes including the time and circumstances regarding the termination of the member's participation.

Under no circumstances shall a board member be allowed to participate in a board meeting from a remote location without prior notice. No board member shall be permitted to participate remotely on a routine or consistent basis. No more than two of the five Board members may participate remotely at any given meeting. In addition, unless there is a serious illness that prevents a Board member from attending a meeting, no more than three consecutive approvals to participate from a remote location shall be allowed and, in



# POLICY

LIVINGSTON  
**BOARD OF EDUCATION**

Bylaws  
0164/Page 3 of 3  
CONDUCT OF BOARD MEETING

any other case, no more than three cumulative approval to participate from a remote location shall be allowed to any one board member in a calendar year.

Remote participation by electronic device in closed executive session is prohibited.

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

Adopted: 13 December 2004  
Revised:

