

**Bylaw**

AGENDA PREPARATION/ADVANCE DELIVERY OF MEETING MATERIAL

The superintendent and the board president shall prepare the agenda for all meetings of the board. In doing so, they shall consult the board secretary.

Items of business suggested by any board member, staff member, or citizen of the district may be included at the discretion of the superintendent and board president. When appropriate, the agenda shall allow time for the remarks of citizens, staff members, or students who wish to speak briefly before the board.

The agenda shall be published pursuant to provisions of the Open Public Meetings Act. The board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present and voting. At a regularly scheduled meeting for which an advance agenda has been provided to the public, items of business not anticipated at the time the agenda was prepared may be discussed and acted upon if a majority of the board present and voting agrees to consider them. However, existing board policies and bylaws may not be revised or new ones adopted unless the proposals are on the written agenda and the superintendent or her or his designee has posted the new or amended policies with a synopsis on the district's website sufficiently prior to the board meeting at which they will be considered for first reading to give the public an opportunity to contribute their opinions and information for the board's consideration. Every effort shall be made to postpone discussion and/or action on any new item of business until a subsequent meeting unless all needed information for making the decision is available.

The agenda, together with supporting materials, shall be distributed to board members sufficiently prior to the board meeting to permit them to give items of business careful consideration. The agenda shall also be made available to the press, representatives of community and staff groups, and others, upon request.

Adopted: December 19, 1990  
Revised: March 12, 2003, December 1, 2021  
NJSBA Review/Update: September 2017  
Readopted: March 13, 2019

Key Words

Board Meeting Agenda, Delivery of Meeting Materials, Board Meeting Materials, Agenda

**Legal References:** N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

Crifasi v. Governing Body of the Borough of Oakland, 156 N.J. Super. 182 (App. Div. 1978)

**Possible**

**Cross References:** \*1120 Board of education meetings  
\*9311 Formulation, adoption, amendment of policies  
\*9312 Formulation, adoption, amendment of bylaws

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