

BY-LAW

FORMULATION, ADOPTION, AMENDMENT OF BYLAWS

The Board's Bylaws are rules designed to organize and control its internal operations. Some Bylaws are set by statute. Others may be formulated and adopted at its option by the Board itself as long as they are in harmony with the intent and specifics of the statutes.

In its deliberations leading to the establishment or amendment of its Bylaws, the Board's central concern will be for increased efficiency and effectiveness in carrying out its legally mandated tasks.

Proposed new Bylaws and suggested amendments to or revisions of existing Bylaws shall be adopted in accordance with the following procedure

1. A new or revised Bylaw may be suggested to the Board by any Board member, the Superintendent, Board Solicitor, Board Secretary or a member of the public;
2. A suggestion for a new or revised Bylaw may be referred, at the discretion of the Board and as appropriate to the subject, to the Superintendent, Board Solicitor, or Board committee.
3. If a recommendation for a new or revised Bylaw results, a proposed draft will be submitted to the Board for discussion and approval on First Reading. Copies of the proposed draft will be made available to the public, and comment will be invited.
4. Following the draft Bylaw's review and approval on First Reading, the Board may elect to make some changes/revisions to the draft Bylaw. Any changes that are made will not require another review and approval on First Reading; however the Board, at its discretion, may elect to have another review and approval on First Reading of the proposed draft Bylaw.
5. The proposed Bylaw draft will then be submitted on a Second Reading for adoption by a majority of the members of the Board present and voting at a subsequent regular meeting of the Board.

NOTE: FIRST READING MEANS THE FIRST TIME THE BYLAW IS PRESENTED, NOT THE FIRST TIME A BYLAW IS APPROVED IN ITS FINAL FORM.

FORMULATION, ADOPTION, AMENDMENT OF BYLAWS**File Code 9312**

Bylaws will be reviewed in accordance with the procedure outlined in File Code 9311, and a manual of Bylaws will be maintained, consistent with File Code 9311.

Date: January 18, 1983

Reviewed/Revised: March 30, 2009

<u>Legal References:</u> <u>N.J.S.A.</u> 10:4-6	Open Public Meetings Act
<u>N.J.S.A.</u> 18A:10-6	Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:17-20	Superintendent; general powers and duties
<u>N.J.S.A.</u> 47:1A-1	Examination and copies of public records

New Jersey Department of State, Division of Archives and Records
Management, School District Records Retention

<u>Possible Cross References:</u> 2210	Administrative leeway in absence of board policy
9000	Role of the board
9311	Formulation, adoption, amendment of policies
9314	Suspension of policies, bylaws and regulations
9322	Public and executive sessions
9323/9324	Agenda preparation/advance delivery of meeting material