

BY-LAW

ORGANIZATION MEETING

The Board shall organize annually at a regular meeting held not later than 7 p.m. on a day appointed by statute. If the organization meeting cannot take place on that day by reason of lack of a quorum or for any other reason, said meeting shall be held within three days thereafter.

The organization meeting shall be called to order by the Board Secretary, who shall act as temporary chairperson. The Board shall proceed to the election of a President who shall immediately become chairperson; the Board shall then elect a Vice-President. Election shall be by a majority of the full membership of the Board.

The Board shall appoint at the organization meeting:

- (a) A secretary to the Board who shall be elected by a recorded roll call majority vote of the whole Board. His/her term of office shall be July 1 to June 30 except as subject to the tenure laws, but he/she shall continue to serve after the expiration of his/her term until his/her successor is appointed and qualified; and
- (b) A treasurer of school monies.

The Board shall appoint prior to July 1 for the term July 1 to June 30 except as subject to the tenure laws:

- (a) A public school accountant;
- (b) A medical inspector;
- (c) An attendance officer;
- (d) A District Physician;
- (e) The District Affirmative Action Officer;
- (f) An Architect of Record;
- (g) An Engineer of Record;
- (h) An Insurance Broker of Record;

- (i) The District Alternative Affirmative Action Officer; and
- (j) A solicitor.

The Board shall at the organization meeting:

- (a) Designate a depository (ies) for school funds;
- (b) Designate one at least two newspapers published in the township as the official newspaper, and if none such, one which circulates in the township;
- (c) Designate a day for regular meetings. (The Board shall meet for the transaction of business at least once every two months during the periods the schools are in session. Regular business may be conducted during the organization meeting.);
- (d) Readopt the existing bylaws and policies for its own operation and the operation of the school system;
- (e) Administer the oath of office to any newly elected Board members;
- (f) Adopt an order of business for regular meetings; and
- (g) Appoint a delegate to the New Jersey School Boards Association.

Date: January 18, 1983

Date Reviewed: April 27, 2009

<u>Legal References:</u>	N.J.S.A. 18A:6-46	Delegates to Association
	N.J.S.A. 18A:10-3	First Regular Meeting of Board
	N.J.S.A. 18A:10-6	Board Meetings; Frequency, etc.
	N.J.S.A. 18A:11-1	General Mandatory Powers and Duties of the Board
	N.J.S.A. 18A:17-2	Tenure of Secretaries, etc.
	N.J.S.A. 18A:17-5	Appointment of a Secretary, etc.
	N.J.S.A. 18A:17-31	Treasurer of School Monies
	N.J.S.A. 18A:17-34	Receipt and Disposition of Monies
	N.J.S.A. 18A:22-11	Notice of Public Hearing

N.J.S.A. 18A:23-1 Audit When and How Made
 N.J.S.A. 18A:23-8 Audit by Public School Accountant
 N.J.S.A. 18A:38-32 Attendance Officers
 N.J.S.A. 18A:39-3 Advertising for Bids to Transport Pupils
 N.J.S.A. 18A:40-1 Medical and Nursing Personnel
 N.J.S.A. 18A:46-11 Psychological and Other Examinations

Cross References:

File Code 2224 Nondiscrimination/Affirmative Action
 File Code 9110 Number of Members/Terms of Office
 File Code 9121 Election and Duties of President
 File Code: 9123 Board secretary/business official
 File Code: 9125 Treasurer of school monies
 File Code 9126 Solicitor
 File Code 9127 Auditor
 File Code 9223 Oath of Office
 File Code: 9311 Formulation, Adoption and Amendment of
 Policies
 File Code 9312 Formulation, Adoption and Amendment of
 Bylaws
 File Code 9313 Formulation, Adoption and Amendment of
 Regulation
 File Code 9325.2 Order of Business
 File Code: 9340 Membership in Associations