

**SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081**

MEETING CONDUCT

Any person may be permitted to address the Board in the proper order of business. On recognition by the presiding officer, any person may be heard orally preceding the Motions Section of the meeting on any aspect or concern regarding the proposed motions only. The presiding officer will also call for questions and comments from the public on any topic during the Public Remarks portion of the meeting.

No person from the public shall address any remark or question to any specific member except by permission of the presiding officer, nor shall any person from the public be permitted to address the Board while a motion is pending, except in those cases where general permission has been granted on a particular motion by the presiding officer. Any Board member may, through the presiding officer, respond to any communication, petition, or remark made by a person addressing the Board.

The presiding officer, at his/her discretion, may limit the time for all speakers on a particular issue. The presiding officer shall call any speaker to order who violates this section. The presiding officer shall bar any person who shall disturb the peace of the Board, make impertinent or slanderous remarks or conduct himself in a boisterous manner while addressing the Board.

If a portion of a public meeting appears to be turning into either a formal or information hearing on any area subject to contractual or personnel matters in any form, the presiding officer shall call for a motion from the Board of adjournment to private session in order to determine both the legality and/or advisability of permitting the speaker or speakers to proceed with the topic under discussion. The majority of the Board members present shall make the decision. After returning to public session, the decision shall be given to the speaker or speakers with the reasons why the discussion may or may not proceed. If the decision by the Board is not to continue the discussion, the presiding officer shall continue the regular order of business.

Meeting Conduct, Quorum

A majority (5) of the full number of seats of the Board shall constitute a quorum. Official Board business shall be transacted only when a quorum is present. Except where otherwise required by law, a Bylaw or written policy, a motion must receive a majority affirmative vote of the members present to be approved and in every case a motion must receive a minimum of four affirmative votes to be approved. A member of the Board must be physically present at the meeting and at the time of the vote for his vote to be registered. These rules hold for Regular or Special meetings.

Order of Business

The President or in his/her absence the Vice-President, shall call each meeting to order. If the meeting is called to order by the Vice President, the President shall assume the chair as soon as he/she is in attendance. At the opening of each meeting, the School Business Administrator/Board Secretary shall call the roll, and the names of those present shall be recorded in the minutes.

The order of business of regular meetings shall be as follows:

1. Call to order
2. Roll Call
3. *Closed session if required or requested*
4. *Communications*
5. *Approval of Minutes*
6. *Superintendent's report*
7. Public Session regarding agenda items only
8. Motions
9. Public Session on any topic
10. New Business
11. Old Business
12. Closed Session if needed or requested
13. Adjournment

Parliamentary Procedure – Rules of Debate

A member shall be entitled to the floor only on recognition by the presiding officer. Once a member has been recognized and has taken the floor, he shall not be interrupted for any reason other than a call to order, and in such case, the presiding officer shall rule promptly on the point of order and the speaker shall be allowed to proceed if he is in order. No member shall speak more than twice on the same question at any meeting except by general consent of the Board. The presiding officer may impose reasonable limits on debate or other remarks, including limiting the number of speakers and their allotted time on either side of an issue. The presiding officer has the privilege of closing or limiting the debate.

A motion to reconsider may be made by a member of the prevailing side. Such motion may be made only at the same meeting or at an adjournment thereof at which the action is taken.

Roberts Rules of Order shall be the standard reference for all other Parliamentary Procedure.

Conduct of Public Hearings

Whereas by law the Board has the final responsibility for the decisions concerning the school system, it may call a public hearing limited to those matters which affect major policy questions or decisions under consideration by the Board. This hearing shall be advertised to the community at least five days in advance of its scheduled date.

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008