

### **ORGANIZATION MEETING**

The Old Tappan Board of Education shall organize annually at a regular meeting held not later than 8:00 p.m. on any day appointed by statute. In the case of a November school election, the organization shall be held the first week of January.

New board members shall be sworn in and seated and the meeting shall be called to order by the Business Administrator/Board Secretary who will call the roll and establish that a quorum is present. If a quorum is not present by 9:00 p.m., the organizational meeting shall be postponed in accordance with the statute and code.

The Business Administrator/Board Secretary shall preside until a Board President (or Vice-President) is elected. If the Board is unable to reach agreement on a President, they may choose to elect the Vice-President first and then return to electing a President. The Executive County Superintendent shall fill either office if the Board cannot elect its own officials on the night of the organization meeting.

The Open Public Meetings Act requires that the public know how each member has voted, therefore, voting shall be by either by alphabetic roll call or by closed ballot, signed by each individual Board member, so that his/her vote can be identified.

Nominations for office shall not require a second. All nominees for an office shall be voted upon at the same time. A nominee must receive a majority roll call vote of those present to be elected. If such a majority is not received, the election shall be declared null and void and nominations shall be reopened.

Any office vacated between organizational meetings shall be filled in the same manner stated above.

The board shall act upon these items at the organizational meeting as appropriate:

- A. Adopt the annual meeting schedule of the regular monthly and committee of the whole meetings
- B. Designate the official District depositories
- C. Designate official newspapers
- D. Adopt current Board policies
- E. Adopt New Jersey School Board Member Code of Ethics
- F. Adopt current District curriculum and textbooks

**ORGANIZATION MEETING (continued)**

- G. Appoint:
- a. Attorney
  - b. Auditor
  - c. Board secretary
  - d. District physician
  - e. New Jersey School Boards Association delegate and alternate and Bergen County School Boards Association delegate and alternate
  - f. Treasurer of School Monies

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 10:4-6 <u>et seq.</u>	Open Public Meetings Act
	<u>N.J.S.A.</u> 18A: 6-46	Delegates to state conventions
	<u>N.J.S.A.</u> 18A: 10-3	First regular meeting of board
	<u>N.J.S.A.</u> 18A: 10-4	Secretary to give notice of meeting
	<u>N.J.S.A.</u> 18A: 10-5	Organization meeting as business meeting
	<u>N.J.S.A.</u> 18A: 10-6	Board meetings; 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: 12-2	Inconsistent interest or office prohibited
	<u>N.J.S.A.</u> 18A: 12-21 <u>et seq.</u>	School Ethics Act
	<u>See particularly</u>	
	<u>N.J.S.A.</u> 18A:12-24, -24.1	
	<u>N.J.S.A.</u> 18A: 14-9	Notice of Election
	<u>N.J.S.A.</u> 18A: 17-2	Tenure of secretaries, etc.
	<u>N.J.S.A.</u> 18A: 17-5	Appointment of a secretary, etc.
	<u>N.J.S.A.</u> 18A: 17-31	Treasurer of school monies
	<u>N.J.S.A.</u> 18A: 17-34	Receipt and disposition of monies
	<u>N.J.S.A.</u> 18A: 22-11	Notice of public hearing
	<u>N.J.S.A.</u> 18A: 223-1	Cancellation of license; review
	<u>N.J.S.A.</u> 18A: 23-8	Audit by Public School Accountant
	<u>N.J.S.A.</u> 18A: 38-32	Attendance officers
	<u>N.J.S.A.</u> 18A: 39-3	Advertising for bids to transport pupils
	<u>N.J.S.A.</u> 18A: 40-1	Medical and nursing personnel
	<u>N.J.S.A.</u> 18A: 46-11	Psychological and other examinations

<b><u>Cross References:</u></b>	9121	Election and duties of the president
	9123	Board secretary/business official
	9125	Treasurer of school monies
	9200*	Orientation and training of board members
	9271*	Code of Ethics
	9311*	Formulation, adoption, amendment of policies
	9312*	Formulation, adoption, amendment of bylaws
	9321*	Time, place, notification of meetings

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

**Key Words**

Organizational Meeting, Election of President, Election of Vice-Presidents, Treasurer of School Monies, Auditor, Attorney, District Physician, NJSBA Delegate

Approved: December 18, 1988

Revised: June 23, 2008, March 26, 2012