

## TITLE 6

## DEPT. OF EDUCATION

## CHAPTER 1

## BYLAWS

## Authority

N.J.S.A. 18A:4-3 et seq.

## Chapter Expiration Date

Pursuant to Executive Order No. 22(1994), Chapter 1, Bylaws, expires on July 11, 1997. See: 26 N.J.R. 3783(a) and 3942(a).

## Chapter Historical Note

Chapter 1, Bylaws, was originally adopted as R.1976 d.158, effective May 25, 1976. See: 8 N.J.R. 171(c), 8 N.J.R. 275(a).

See section level annotations for specific rulemaking activity.

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## SUBCHAPTER 1. AMENDMENT OF BYLAWS

## 6:1-1.1 Procedure

These bylaws may be amended at any regular meeting of the State Board of Education by a vote of the majority of the whole number of the members of the Board, provided that notice of the proposed amendments shall have been sent to each member at least two weeks before the date of such vote.

## SUBCHAPTER 2. MEETINGS

## 6:1-2.1 Parliamentary procedures

Parliamentary procedures in meetings of the State Board shall be governed by *Robert's Rules of Order (75th Anniversary Edition)*.

## 6:1-2.2 Regular meetings

Regular meetings of the Board shall be held at such time, place and on such dates as established by the Board, in accordance with N.J.S.A. 10:4-6 et seq., Open Public Meetings Act. Notice of such regular meetings shall be made in a manner consistent with the provisions of N.J.S.A. 10:4-6 et seq.

Amended by R.1976 d.34, effective February 4, 1976.

See: 8 N.J.R. 106(a).

Notice of Resolution requiring regular meetings of the State Board of Education.

See: 22 N.J.R. 1947(b).

## 6:1-2.3 Special meetings

Special meetings may be called by the President at any time and shall be called by him/her at the request of any three members. Three days' notice of any special meeting shall be given to each member. Public notice of such special meeting shall be made pursuant to law and regulation.

Amended by R.1976 d.34, effective February 4, 1976.

See: 8 N.J.R. 106(a).

## 6:1-2.4 Quorum

A quorum shall consist of a majority of the number of voting members of the Board.

Amended by R.1991 d.58, effective January 11, 1991.

See: 23 N.J.R. 297(a).

Changed reference to "voting" members and deleted ex officio members.

**6:1-2.5 Election of officers**

The officers of the Board shall be elected at the first regular meeting following June 30 of each year.

**6:1-2.6 Order of business at regular meetings**

(a) The normal order of business at all regular meetings shall be:

1. Approval or amendment of minutes of the previous meeting;
2. Reports of standing committees;
3. Reports of special committees;
4. Unfinished business;
5. New business;
6. Report of Commissioner of Education.

(b) The order of business may be rearranged at any regular meeting for the purpose of expediting and facilitating the functions of the Board. When the normal order of business is to be changed at a regular meeting, an announcement of such change shall be made during such meeting by the President, or in the absence of the President, by the chairperson, and will be duly noted in the minutes.

**SUBCHAPTER 3. OFFICERS****6:1-3.1 Titles and terms**

The officers of the State Board shall be a President, a Vice-President, and a Secretary. The President and Vice-President shall each serve for one year and until their respective successors shall have been elected.

**6:1-3.2 Duties of President**

The President shall preside at the meetings of the Board and shall perform all duties incidental to such office. He/she shall be *ex officio* a member of all committees, except the nominating committee.

**6:1-3.3 Duties of Vice-President**

The Vice-President shall in the absence of the President perform all of the President's duties.

**6:1-3.4 Election of successors**

In case of the death or inability of either the President or the Vice-President to perform his/her duties, a successor shall be elected at the next regular meeting of the Board.

**6:1-3.5 Chief Executive Officer and Secretary**

(a) The Commissioner of Education shall be the Chief Executive Officer and the Secretary of the Board. He/she shall attend its meetings and keep a record of its proceedings. He/she shall have the custody of its books and papers. He/she shall notify the members of all meetings, and within five days after each meeting shall notify the members of each committee of any matter referred to it.

(b) The Commissioner shall present to the Board recommendations for its action in all matters requiring its approval or subject to its jurisdiction.

**SUBCHAPTER 4. COMMITTEES****6:1-4.1 Committee structure**

(a) The State Board shall act as a committee of the whole. The following standing committees shall be constituted:

1. Legal;
2. Liaison;
3. Nominating.

**Case Notes**

Impact of Open Public Meetings Act. Atty.Gen.F.O. 1976-No. 19.

**6:1-4.2 Appointment**

The legal and liaison committees shall be appointed by the President, at the first regular meeting subsequent to his/her election, to serve for one year from the date of appointment or until their successors are appointed. Vacancies occurring during the year shall be filled in like manner for the remainder of the term.

**6:1-4.3 Special committees**

The President may at any time appoint a special committee to consider or take action on any matter.

**6:1-4.4 Legal committee**

The legal committee shall consist of at least three Board members whose training and experience make them particularly valuable for the review of all cases appealed from the Commissioner of Education to the Board. Notices of all hearings held by the legal committee shall be sent to all members of Board.

**6:1-4.5 Liaison committee**

The liaison committee shall consist of the President and of two members of the board appointed by him/her.

**6:1-4.6 Nominating committee**

The nominating committee shall consist of three members of the Board appointed by the President in May. The committee shall select a chairperson from among its own members and its report shall be presented to the Board in June.

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**SUBCHAPTER 5. INFORMATION REGARDING  
BOARD ACTIONS****6:1-5.1 Public release**

Any initial public release of State Board information or action shall be made by the Commissioner of Education or by the President.