

COMMUNITY RELATIONS  
EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS' MEETINGS

Procedures for Conducting Open Public Meetings

The following procedures should be observed with respect to meetings of the Executive Committee and Board of Directors:

Notice

- A. Annually, on or before July 31<sup>st</sup>, the Executive Director shall direct that:
  - 1. A press release be sent to the daily newspapers listed on the NJSBA media list notifying them of the times, dates and locations of scheduled meetings of the Executive Committee and Board of Directors.
  - 2. That a notice be published in School Board Notes with the same meeting information given to the daily newspapers and the Secretary of State.
- B. Notification of changes in time, date or location of any regular meeting or the calling of any "special meeting" shall be published in School Board Notes and a press release distributed to daily newspapers listed on the NJSBA media list. If a rescheduled regular meeting, or any special meeting, is set for a week in which School Board Notes will not be published, or if a determination is made by the Executive Director, or his/her designee, that School Board Notes will not be received by most members at least 48 hours prior to the meeting, a notice will be mailed directly to the secretary of each local board of education and the Secretary of State.
- C. Any special meeting notice shall include the purpose of the meeting, and, if applicable, a statement that the board intends to hold part or all of the meeting in closed session.
- D. Executive Committee and Board of Directors' meeting dates will be published in the School Board Notes calendar.
- E. Agenda action items to the extent known at publication time will be published in School Board Notes prior to each Board of Directors' meeting. Changes and/or additions to the agenda may be made after publication of the agenda.

Minutes

- A. Draft minutes of each meeting shall be available within two (2) weeks of every meeting to anyone who requests a copy. Finalized minutes will be available after formal approval.
- B. Until such time as a need for confidentiality no longer exists, minutes of closed meetings shall be available only to Executive Committee members and Board of Directors members and alternates.

**GOVERNANCE & OPERATIONS**

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Public Comment

- A. A portion of each regular meeting shall be set aside for public comment.

Procedures for Conducting Open Public Meetings (continued)

- B. Unless a request is approved to change the placement on the agenda, the public portion shall occur following the roll call by counties.
- C. Individual speakers shall be allowed a maximum of five minutes or less depending on the number of people who want to speak at a given meeting.
- D. Unless a request is approved to extend the time, a maximum of 30 minutes will be allowed for public comment.

Agenda

Background material pertaining to items on the board agenda will be available prior to the meeting for those who are interested.

Remote Participation in Association Standing and Ad Hoc Committee Meetings Through Telephone

When circumstances require, NJSBA standing or ad hoc committee meetings may be held with members participating remotely through telephone/speakerphone according to procedures that are compliant with the Open Public Meetings Act:

- A. Members wishing to participate by telephone must notify the NJSBA Executive Director or designee and NJSBA general Counsel at least 48 hours in advance of the meeting or as soon as practicable. Where applicable, members shall also notify the NJSBA staff person assigned to the committee, in the same time frame.
- B. Members participating by telephone may not participate in closed session discussion and votes.
- C. Committee minutes must record which member(s) participated by telephone and the reason for doing so. Minutes shall also record the way members voted on an issue, where that vote is permitted.
- D. To facilitate the meeting, NJSBA will provide a multi-use telephone service so that members and the public present may fully hear the discussion.
- E. For those meetings subject to the Open Public Meetings Act, committee staff will provide adequate public notice of the meeting so that the public has the opportunity to be physically present at the central location from which the meeting is being conducted.

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**N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N**

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