

GOVERNANCE PROCEDURES
RESOLUTIONS SUBCOMMITTEE

Rules for the Conduct of Appearances Before the Resolutions Subcommittee
or Any Subcommittee Thereof

Pursuant to (Article V, Section 4) of the Bylaws of the New Jersey School Boards Association, the Resolutions Subcommittee has adopted the following Rules:

Definitions For purposes of these Rules

- A. "Proponent" shall mean any body which, pursuant to (Article V, Section 2) of the Bylaws, submits a resolution which is pending before the Resolutions Subcommittee; and
- B. "Interested party" shall mean any body which is permitted to submit a resolution pursuant to (Article V, Section 2) of the Bylaws, or any other person or organization which has a legitimate interest in any resolution pending before the Resolutions Subcommittee; and
- C. "Authorized representative" shall mean any person authorized in writing by any proponent or interested party to represent it before the Resolutions Subcommittee, or an attorneyatlaw of the State of New Jersey.

Requests for Appearances

- A. Each proponent shall be sent a letter acknowledging receipt of the resolution, and advising him or her of the right to request an appearance before the Resolutions Subcommittee. The letter will also explain the resolutions process and advise the proponent that upon completion, he or she will receive a copy of the staff research including the recommendation.
- B. All requests for appearances before the Resolutions Subcommittee shall be made in writing received in the central offices of the Association prior to the Resolutions Subcommittee meeting for which the resolution on which they appear has been submitted.

Written Submission

- A. Any proponent or interested party which is scheduled for an appearance before the Resolutions Subcommittee or subcommittee thereof shall submit a written statement summarizing its views.
- B. Sufficient copies (25) of each such statement shall be reproduced for distribution to the members of the Resolutions Subcommittee.

Representation

- A. Any authorized representative may appear before the Resolutions Subcommittee on behalf of a proponent of

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a pending resolution or on behalf of an interested party.

- B. In no case shall more than two authorized representatives appear before the Resolutions Subcommittee on behalf of a proponent or interested party.

Rules for the Conduct of Appearances Before the Resolutions Subcommittee
or Any Subcommittee Thereof (continued)

Conduct of Appearance

- A. The proponent of a resolution shall present its views first; interested parties may then present their views in the order in which requests for appearances were received.
- B. Each such initial presentation by a proponent or an interested party shall not exceed five minutes in length.
- C. The Chair of the Resolutions Subcommittee may direct questions to each proponent or interested party immediately after its presentation.
- D. Members of the Resolutions Subcommittee may direct questions to each proponent or interested party immediately after the questions of the Resolutions Subcommittee Chair, or they may reserve such questions until the end of all presentations on the resolutions.
- E. Each proponent and interested party appearing before the Resolutions Subcommittee on a resolution shall remain available to the Committee until all presentations on the resolution are complete.

Subcommittee of the Resolutions Subcommittee

- A. Where the number of requests for appearances and the volume and nature of the subcommittee's business so warrants, the Chair of the Resolutions Subcommittee shall, upon the recommendation of the Executive Director, call a meeting of the subcommittee of the Resolutions Subcommittee.
- B. The subcommittee of the Resolutions Subcommittee shall consist of only members of the Resolutions Subcommittee, and shall meet solely for the purpose of receiving appearances and hearing presentations from proponents and interested parties.
- C. A quorum for the conduct of the subcommittee business shall consist of the Chair of the Resolutions Subcommittee, who shall preside, and four other members of the Resolutions Subcommittee.
- D. The subcommittee shall fully report to the Resolutions Subcommittee on the presentations which it hears.

Effective Date: Waiver

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

GOVERNANCE & OPERATIONS

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- A. These rules became effective on October 28, 1981, were amended on March 9, 1984, and October 18, 1991, and shall remain in effect unless further amended or repealed.
- B. The Resolutions Subcommittee reserves the right to waive the operation of these rules or any part thereof so as to best effectuate the object of the resolutions procedure.

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Authority: RC 10/81
RC 3/84
RC 10/91
BD 9/94
DA 11/98