NJSBA Board of Directors Handbook

2026-2027



New Jersey School Boards Association

Serving New Jersey's Local Boards of Education Since 1914

Board of Directors Handbook

2026-2027

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New Jersey School Boards Association

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Welcome

September 2026

Dear NJSBA Board of Directors Member:

Welcome to the Board of Directors of the New Jersey School Boards Association.

Your service on the NJSBA Board of Directors is an important responsibility. You are not only representing your own school district, but also approximately 5,000 school board members across New Jersey. Together, you help shape the direction of an Association whose mission is to advance public education and promote student achievement through effective governance.

As an experienced member of your local board of education, you already bring valuable knowledge, perspective, and experience to this role. This handbook complements that experience by providing information about NJSBA's history and mission, its governance and operational structure, the responsibilities of the Board of Directors, and the policies and bylaws that guide the Association.

Our work centers on three strategic priorities: Content, Connection, and Advocacy.

Content means providing school board members with the knowledge, resources, training, and timely information they need to govern effectively.

Connection means strengthening the relationships among school board members, local districts, county associations, and the Association itself. We are stronger when we learn from one another and remain connected to the experiences of the districts we serve.

Advocacy means ensuring that the voice of local school governance is represented in conversations that affect public education and the students, families, educators, and communities we serve.

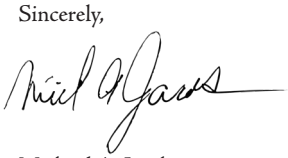
Your participation on the Board helps bring these priorities to life. As your Executive Director, I also want you to know that my door is always open. I welcome the opportunity to hear from you, learn more about your district, or simply get to know you better. If you are ever in Trenton, please stop by. And if you would prefer to connect over coffee, I would be happy to make that happen as well.

We encourage you to visit the NJSBA website at www.njsba.org, which provides access to Association resources, services, training opportunities, cost-saving programs, education news, advocacy information, and upcoming county and statewide programs.

Thank you for your willingness to serve. Your commitment to your local school district and your willingness to contribute to the broader work of NJSBA are essential to keeping our Association strong and responsive to the needs of New Jersey's public schools.

We look forward to working with you and, most importantly, to getting to know you.

Sincerely,



Michael A. Jacobs
President



Timothy Purnell, Ed.D.
Executive Director / CEO

History and Mission

HISTORY OF THE NEW JERSEY SCHOOL BOARDS ASSOCIATION

In April 1913, a letter circulated among New Jersey's local school boards notifying them of plans for a federation "composed of those who are close to voters and taxpayers of the state" and urging their participation.

"Such an organization could go before the legislature or appeal to the state department and be sure of a respectful hearing; it could not be ignored," the letter continued. "It will also unite the school boards of the state so that when the occasion arises, the taxpayers, by their chosen representatives, can act quickly, strike hard and strike with telling effect."

In 1914, the New Jersey Legislature authorized local boards of education to form a federation to "investigate such subjects relating to education in its various branches as it may think proper, and ... encourage and aid all movements for the improvement of the educational affairs of [New Jersey]."

So began the New Jersey Federation of District Boards of Education, later renamed the New Jersey School Boards Association.

Early Issues and Services Concerns of the early Federation were strikingly similar to those of the present NJSBA: taxpayers' interest in education because of the amount of money being spent; conflict with employee organizations, and concern about quality of instruction. In 1915, there was a move to increase from three to five years the length of service teachers would need to acquire tenure. And as early as 1916, the Federation was involved in a debate over the consolidation of schools.

In 1919, the Federation issued its first publication, The Present and Future Cost of School Buildings.

The Federation established a statistical and research service in 1921. A bill proposing tenure for superintendents and assistant superintendents was the subject of a special delegates' meeting in 1923.

School Funding How New Jersey funds public education was an issue even at the Federation's infancy. At the annual meeting in 1920, the railroad tax, the prime source of school revenue since 1906, was the main topic of discussion.

In 1927, the state's chief education officer asked the Federation to conduct a financial study on sources and distribution of school monies. The document is still used as a reference on early school finance and tax distribution.

In 1936, the Federation and the NJEA joined together to support increased state support for education. The two organizations continue to work together on the issue of adequate school finance and, over the years, have joined in coalitions to generate public support.

Governance/Policymaking The 1914 law establishing the Federation authorized a delegate assembly made up of members selected annually by district boards and the election of Federation officers "as may be necessary for the transaction of its business." The delegates met annually and, among other business, were required to assess dues for payment by the member boards to cover the Federation's expenses.

By the late 1930s, a movement began among the Federation members to secure a permanent office in Trenton and to increase dues to provide for a full-time executive to run its affairs in Trenton. The idea was rejected in 1939.

In 1949, the Federation's president told the membership that the organization needed the resources to maintain quality education. He called for a change in the Bylaws to allow increased dues and acquisition of a full-time secretary. He also recommended changes in the process, in practice at the time, of having members of the Federation's Executive Committee selected by the state senator of each legislative district.

By the end of the decade, the issue was resolved: Dues increased to a new high of $75 per year, and the federation employed a full-time secretary. In 1952, a new law removed the ceiling for Federation dues.

Expanding Services During the early 1950s, the Federation rented offices at 306 East State Street in Trenton, and the first issue of *School Board Notes* was published, improving communications between the Federation and its members. In 1953, the first statewide conference for local school board members — Workshop — took place in Atlantic City, and legislative bulletins were issued on a regular basis.

The Federation published a new book, What Every School Board Member Should Know, a forerunner to NJSBA's existing publications in the areas of school law, labor relations, policy and school board practices.

In 1957, the Federation appointed its first Executive Secretary. The decade closed with the establishment of an orientation program for new board members, the format of which continues today and still serves as a model for other state school boards associations.

As Federation services grew, the organization found a need to purchase its own building and, in 1963, property at 407 West State Street was purchased to serve as its headquarters. By 1964, staff had grown to three professional staff members and five secretaries. Primary publications were School Board Notes and the Legislative Bulletin. A Code of Ethics was drawn up in the mid-1960s. At the end of the decade, there were 14 staff members of the Federation.

A New Era The 1970s brought expanded roles of state and federal government in public education, resulting in increasingly complex responsibilities for local boards of education and their members.

Now known as the New Jersey School Boards Association, the organization expanded its services to help school boards deal with new laws and regulations, participate in collective bargaining which was now mandatory, and have a voice before the Legislature and other government agencies.

In 1972, in response to the need for services at a local district level, NJSBA opened field service offices in the northern, central and southern parts of the state.

Building Renovation NJSBA moved into its current location, at 413 West State Street, in 1985 after occupying two separate buildings in the same neighborhood. The move united most of the staff into one facility. By 2005, however, the need for advanced technology to deliver online training as well as the condition of the facility, now 46-years-old, prompted discussion of a new or renovated facility.

In 2007, NJSBA closed three regional offices and field services staff was consolidated at the Trenton headquarters. Subsequently, the regional offices were sold, and the proceeds were earmarked for upgrading the Association's headquarters.

In October 2010, the Association completed a 14-month-long renovation of its headquarters. The redesign of office and meeting space, as well as exterior and infrastructure renovations, did not require borrowing. Building upgrades included solar panels and other energy-efficient features, reducing utility fees and operating costs. The renovation also enabled the Association to expand distance and web-based training.

The staff provides direct services, training, representation and resources for boards of education across the state.

The Association's direction is guided by its Strategic Plan, which is reevaluated and rewritten every few years. This comprehensive plan for the growth and development sets specific objectives based on the expressed needs of local boards.

Future Direction The 21st Century saw the advent of many new initiatives at NJSBA in response to unprecedented changes in the education environment. As ambassadors of NJSBA to the County Associations and local school districts, it is hoped that Board of Director members will familiarize themselves with all the resources, training programs and discount services NJSBA has to offer its members. For a detailed list, visit the NJSBA website at *www.njsba.org*.

MISSION STATEMENT OF THE NEW JERSEY SCHOOL BOARDS ASSOCIATION

The New Jersey School Boards Association, a federation of boards of education, provides training, advocacy and support to advance public education and promote the achievement of all students through effective governance.

Role of the Board of Directors

WHO MAKES UP THE BOARD OF DIRECTORS?

The Board of Directors consists of the Association officers, one delegate from each county, three delegates from the Urban Boards Committee, one delegate from a vocational board, and one delegate from the County Association Leadership. There is one alternate for each director.

WHAT ARE YOUR DUTIES AND AUTHORITY?

To implement the purposes of the Association, supervise its affairs, effect and review policies and programs, adopt rules and regulations, adopt a budget, appoint an Executive Director, transact business, receive and expend funds, and provide leadership to local boards on problems in public education. In short, to typify the ideal functioning of a policymaking body.

WHEN DO YOU MEET?

The NJSBA Bylaws require at least four regular meetings a year. (See Governance calendar on page 59). Special meetings may be called by the President or by request. (Bylaws, Article VI, Section 9 and reference Policy GO/8310-Special Meetings). The meetings are generally held at NJSBA headquarters on Friday evenings, preceded by dinner.

Three successive absences of a director and/or alternate may cause the seat to be declared vacant. (Bylaws, Article VI, Section 6)

HOW DO YOU RESPOND TO BOARD OF DIRECTORS MEETING NOTICES?

Approximately two weeks before each meeting, you will receive an electronic meeting notice. It is most important that you respond promptly. The notice is sent to both Board of Directors members and alternates. Alternates are encouraged to attend Board of Directors meetings, along with the member. Respond even if you do not plan to attend the meeting.

If you find you will not be able to attend after responding, please notify the Executive Office by calling 609-278-5264.

HOW ARE YOUR EXPENSES PAID?

All members' and alternates' expenses for authorized room, board, travel and other matters related to meetings of the Board of Directors shall be paid by the Association (See Policy GO/8313). All reimbursable expenses shall be paid upon submission of a voucher provided to you for that purpose. Expenses shall be submitted and accounted for in writing to the Executive Office, and are then transmitted to the Finance Department. Expense forms shall be submitted no later than 5 business days from the last day of each month that the expense was incurred. Expense forms not submitted within this time must be submitted to the Executive Director together with an explanation of why it is late. Expense forms not submitted within 30 days will be reviewed by the Executive Director and submitted to the Executive Commit-

tee with a recommendation for approval or denial of payment. Expense forms not submitted within 45 days will not be reimbursed under any circumstances. Receipts for nonmeal tips and highway tolls are not required. No voucher will be accepted without the Board of Directors member's/alternate's signature.

Overnight costs following evening meetings will not be reimbursed unless there is a Board of Directors Meeting or Delegate Assembly the next morning. The Executive Director, or the General Counsel in the absence of the ED, is authorized to make exceptions in case of an emergency.

WHAT ARE YOUR RESPONSIBILITIES?

- To perform your duties cooperatively with your fellow Board of Directors members; and by conscientious preparation and participation as a director, to exemplify the ideal functioning of a member of a policymaking body.
- To serve as a liaison between the Board of Directors and your county/ special group.
- To bring special group and local concerns to the Board of Directors.
- To bring state-level concerns to your county/special group.
- To help influence legislative action needed to improve public education.
- To be familiar with Association services and resources.
- To communicate information about these to our members.
- To serve as a sounding board and encourage programs to improve board member understanding and effectiveness.

WITH WHOM DO YOU WORK?

- With the President and elected Officers, also called the Executive Committee.
- With your fellow Directors. You follow the Democratic process of board decision making through full exploration of alternatives and decision by majority. (See Bylaws, Article VI.)
- With the Executive Director, the staff member who serves as Secretary of the Association and is a nonvoting member of the Executive Committee. (Bylaws, Article VIII, Section 8.)
- With your county school boards association or special boards group. You are the liaison between that group and the Board of Directors, responsible for communicating to each the concerns and activities of the other through regular meeting attendance.

WHAT IS THE SPECIFIC ROLE OF THE PRESIDENT?

- The President shall, with the Executive Director, act as official spokesperson for the Association. He/she shall support and defend NJSBA programs and policies and promote interest and active participation in the Association by its membership. Along with the other officers, he/she shall monitor and evaluate organizational performance and effectiveness. He/she shall carry out other duties as set forth in the Bylaws.

WHO ARE THE STAFF WHO ATTEND BOARD OF DIRECTORS MEETINGS?

- The Executive Director, as a member of the Executive Committee, the Deputy Director, the General Counsel, department directors and other professional staff attend to provide information, as requested, and to keep current on interests and needs of Association members.

HOW DO ITEMS GET ON THE AGENDA?

- The Executive Director, in consultation with the President, develops the agenda. Board of Directors members wishing to put an item on the agenda should contact either the Executive Director or the President.

FOR WHAT TYPES OF DECISIONS IS THE BOARD OF DIRECTORS THE FINAL AUTHORITY?

- The Board of Directors is authorized to adopt policies on educational issues for the Association, between meetings of the delegates, provided that such policies do not contravene the beliefs and policies set forth by the Delegate Assembly and the Bylaws; and are adopted by a two-thirds vote of the members present and voting.
- The Board of Directors has final authority regarding budget adoption, selection of an Executive Director, adoption of personnel policies, approval of contracts for the Association, adoption of the Association's legislative agenda and advocacy action plan, and adoption of rules for its own governance. (See relevant GO policies in this handbook)

FOR WHAT TYPES OF DECISIONS IS THE EXECUTIVE DIRECTOR THE FINAL AUTHORITY?

- Administration and implementation of Association policies.
- Development of regulations and procedures to support Association policies.
- Staff hiring and promotions. Promotions to the positions of Director and above are subject to Executive Committee review.

WHAT IS THE ROLE OF THE DEPUTY DIRECTOR?

- The Deputy Director is responsible for overseeing the three organizational pillars: content, connection, and advocacy. Participates as part of the Executive Office in issues regarding overall Association policy and activities, including daily operations. In the absence of the Executive Director, the Deputy Director acts as Chief Executive Officer.

WHAT IS THE ROLE OF THE GENERAL COUNSEL?

- The General Counsel serves as chief legal advisor to the Board of Directors, and the Executive Director, reviews all contracts of the Association and manages the Delegate Assembly and is responsible for maintaining the Bylaws, Governance Operations Manual, and Policies and Positions on Education. Participates as amicus curiar for NJSBA.

HOW SHOULD YOU REPORT TO YOUR COUNTY OR SPECIAL BOARDS GROUP?

- Board of Directors members should give a summary report of the most recent Board of Directors meetings at every county/special group executive committee or general meeting. At every Board of Directors meeting, the President will summarize three items from the agenda that he/she would like you to take back to your county association/special group. Accounts of such reports should be included in county association/special group minutes sent to its member boards. You should be recognized in your county or in your special group as the liaison between it and the Association.

WHAT IS THE ROLE OF AN ALTERNATE?

- NJSBA Bylaws state "there shall be one alternate for each director, selected in the same manner as the director by the same authority. The alternate acts for the director in the absence of the director." (See Article VI, Section 5).
- Alternates may speak to issues on the floor but may vote only in the absence of the member.
- The intent of permitting alternates to attend Board of Directors meetings along with the member is to ensure continuity by providing them with the opportunity to see the Board of Directors at work.

WHO ESTABLISHES COMMITTEES?

- Committees may be established by:
  (1) an approved resolution of the Delegate Assembly (standing committees) and
  (2) by the President (ad hoc committees)
- The President appoints committee members.

HOW IS THE NOMINATING COMMITTEE APPOINTED AND HOW DOES IT WORK?

- See Bylaws, Article X, Section 3.

CAN THE BOARD OF DIRECTORS CHANGE A COMMITTEE REPORT BEFORE IT GOES TO THE DELEGATE ASSEMBLY?

- If the committee was charged to present its final report to the Delegate Assembly, the report cannot be changed prior to being reported there. If the committee was charged to report to the Board of Directors and, upon receiving it the Board of Directors decides to revise it before adopting it or sending it on to the Delegate Assembly, the Board may change it. In this latter case, it is the Board of Directors' report.

WHO SPEAKS FOR THE ASSOCIATION?

- The President and Executive Director serve as official spokespersons for the NJSBA. In their absence, official designees shall be empowered to speak for the Association.

- Members of the Board of Directors and other members of local boards may be invited, from time to time, to deliver prepared statements on behalf of the Association.
- Staff members may be called upon to speak for the Association.
- The Governmental Relations Department shall be designated to arrange representation before official bodies.
- The Communications Department shall be authorized to arrange representation to the news media.
- Other departments of the Association may be asked by the Executive Director to handle technical questions, which relate to their specific areas of expertise.

WHAT RULES GOVERN BOARD OF DIRECTORS MEETINGS?

- An essential component of any group meeting is a body of rules, which regulate the group's action and allow for the orderly achievement of the group's objectives. Such rules of operation, or parliamentary procedure, ensure that decision making is orderly, clear, fair, and legal.
- It is the duty of each Board of Directors member to acquire sufficient familiarity with parliamentary procedure to enable him or her to maintain the dignity of the group during its activities.

WHAT ARE YOUR RELATIONSHIPS WITH STAFF?

- Visits to the Association office are encouraged. Indeed, the roles of the Board of Directors may make it necessary for them to visit Headquarters. Members of the Board of Directors should notify the Executive Office when visiting the Association.
- From time to time, members of the Board of Directors may be directly apprised of a problem by a staff member. In those instances, staff should be reminded of the appropriate chain of command for such matters.
- Members of the Board of Directors may find it necessary to work directly with staff in carrying out their duties and responsibilities. In such cases, members of the Board of Directors should be ever mindful of their role in policymaking, planning and appraisal, as distinguished from administration, which is the responsibility of the Executive Director. The President will speak with members who do not adhere to their roles.
- Requests for information or materials should be directed through the Executive Office if they apply to the member's role on the Board of Directors. If the request relates to issues of the member's local board, then the Field Service Representative or specific staff should be called.

DO WE HAVE SPECIAL RULES OF CONDUCT?

- Rules of conduct for Board of Directors members are eloquently expressed in the Association's Code of Ethics and the Board of Directors' Code of Conduct. Board of Directors members should familiarize themselves with these and conduct themselves in a manner consistent with them in all Association matters.
- The NJSBA has a standing Ethics Committee consisting of the immediate past president who shall serve as the chairperson, and four additional members appointed by the president. Among the duties of the Ethics Committee is to establish a code of conduct for officers and members of the Board of Directors. The Ethics Committee submits the code of conduct to the Board of Directors for approval and may periodically recommend that the Board of Directors adopt proposed amendments to the code. The Ethics Committee reviews complaints of misconduct brought against officers or members of the Board of Directors by a member of a local board of education. The Committee has the authority to determine whether any complaint warrants further investigation and, thereafter, undertake the investigation. Where violations of the code of conduct are found, the Ethics Committee may recommend to the Board of Directors disciplinary measure up to and including removal from NJSBA office.

HOW DO YOU FIND ASSOCIATION POLICIES ON ISSUES?

- NJSBA policies stem from actions of the Delegate Assembly and the Board of Directors. They are recorded in official form in the Association's Manual of Positions and Policies on Education. The manual on positions on policies (also referred to as the "External Policy Manual") contains the Association's views on education issues and can be found on the NJSBA website at www.njsba.org/about/governance/delegate-assembly/manual-of-positions-and-policies-on-education.
- The manuals have detailed indexes. The index is designed to accommodate all policy areas, including many about which the Association has not yet taken a position. Thus, there is not necessarily a policy for each item listed in the indexes.
- Staff will be happy to provide any information you need on the location, origin or current status of any Association policy. Official archives on resolutions, committee reports and Delegate Assembly minutes are available for your inspection at any time.

On the following pages you will find the specific Governance and Operations policies and procedures related to your role and responsibilities as an NJSBA Board of Directors member. Also included for your reference are the NJSBA Bylaws.

Board of Directors Operations

BUDGET DEVELOPMENT PROCESS

1. Budget priorities shall be set by the Board of Directors prior to the start of the budget preparation process.
2. The Executive Office issues instructions, general parameters and guidelines for budget preparation to staff.
3. Department directors prepare program priorities, within the framework of the Strategic Plan, for the upcoming year. Major new or changed initiatives are discussed with the Executive Director.
4. Department directors develop activities leading to the achievement of the approved new or changed initiatives including dollar figures (revenue and/or expenses) associated with carrying out the activities. Amounts of dues revenues, interest income, salary and overhead costs are projected. All information is submitted to the Executive Office.
5. The Executive Office reviews all budget projections and makes preliminary adjustments.
6. Departmental budget requests and any preliminary changes made to them by the Executive Director are discussed with individual department directors. Amounts are finalized for presentation to the Finance Committee.
7. The Finance Committee, made up of the President, Vice President for Finance and four members of the Board of Directors appointed by the President, prepares and approves the budget for submission to the Board of Directors for their approval.
8. The Board of Directors reviews and discusses the recommendations and approves a budget for the following fiscal year, prior to the May Delegate Assembly.

BUDGET DEVELOPMENT

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GOVERNANCE & OPERATIONS **FILE CODE:** GO/3100

BUSINESS OPERATIONS
BUDGET/BUDGETING SYSTEM

Budget Planning and Preparation

Since the Board of Directors considers the budget to be the financial reflection of the long-range plan for the Association, the budget shall be designed to carry out that plan in a thorough and efficient manner and to meet the goals and objectives of the Association.

Authority: BD 6/84

Purpose of the Budget

The annual budget of the NJSBA shall be viewed as a financial translation of current and long-range goals and shall reflect the priorities of those goals. The budget shall provide for the services planned for the fiscal year and for meeting the long and short-range objectives in the annual report.

The budget shall:

A. Indicate the purposes served in terms of dollar costs;

B. Serve as a means of financial control;

C. Protect the continuance of the service programs for a specific period of time;

D. Indicate where and when changes in the current operation must be made to realize specific objectives;

E. Provide the Board of Directors with the authority to make expenditures within a pattern established by a pre-determined service program; and

F. Provide a base from which to build long-range projections.

The annual budget process also serves as an important means of communication with the officers, board of directors and staff.

In order to ensure adequate time for preparation and review of the proposed budget, the executive office shall develop a timeline for the presentation and adoption of the budget. In the preparation of the budget, the Executive Director shall confer with key personnel as necessary. The Executive Director shall direct preparation of the tentative budget which is to be presented to the finance committee for discussion and recommendation.

The Association's operating budget, when presented to the finance committee for review, shall contain:

A. The proposed expenditure for each program requested for the ensuing year;

B. The anticipated year-end expenditure for the current year;

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/3100

BUSINESS OPERATIONS
BUDGET/BUDGETING SYSTEM

Purpose of the Budget (continued)

C. The actual expenditure for each existing program from the last completed year;

D. A description of each program;

E. Anticipated revenue by sources and amount;

F. Amount of surplus anticipated at the end of the current fiscal year;

G. Total staff salaries, with proposed percentage range increases and the proposed sum of money to be allocated; and

H. All other expenses projected for the coming year, anticipated for the present year and incurred in the preceding year.

Authority: BD 6/84

Organization of Budget

The NJSBA budget shall be developed by category, i.e., within established guidelines as set forth in regulations supporting this policy.

Authority: BD 10/90

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/3112

BUSINESS OPERATIONS
BUDGET CALENDAR

Budget Calendar

The Association's budget calendar shall present a plan of action for estimating and completing preparation of the annual budget in a fixed period of time. The calendar shall be used as a tool for identifying required budgetary activities and for identifying when and by whom these activities are to be performed. The calendar shall also be used as a guide for:

A. Coordinating the budgetary activities of individuals and groups;

B. Collecting budget data;

C. Reviewing budget problems; and

D. Making budget decisions.

The budget calendar shall include adequate time for:

A. Consultation between Department Directors and the Executive Office regarding interdepartmental budget items;

B. The departments to set priorities in order to develop their budget proposals for submission to the Director of Finance and Operational Services;

C. The Director of Finance and Operational Services to compile individual department budgets and submit a tentative budget for the Executive Director's consideration;

D. The Finance Committee to review and approve the budget; and

E. The budget to be submitted to the Board of Directors for consideration and adoption.

Authority: BD 6/84
BD 1/03

Revised BD 9/10

Technical Change: 7/91

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/3113

BUSINESS OPERATIONS
SETTING BUDGET PRIORITIES

Setting Budget Priorities

Budget priorities shall be set by the Board of Directors prior to the start of budget preparation process.

Authority: BD 6/84

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/3120

BUSINESS OPERATIONS
PREPARATION OF BUDGET DOCUMENT

Budget Preparation and Submission

The annual budget of the New Jersey School Boards Association shall be prepared and approved by the Finance Committee prior to the submission to the Board of Directors for approval.

The calendar for the budget process will be developed by the Director of Finance and Operational Services.

Authority: BD 3/76
BD 5/76
BD 11/04

Revised BD 9/10

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/3140

BUSINESS OPERATIONS
REVIEW OF BUDGET

Review of Budget by Finance Committee

In reviewing the proposed budget, the Finance Committee will consider the priorities to be accomplished during the subsequent year, based upon needs identified in the long-range planning process. Funds and resources shall be allocated for accomplishment of these priorities in amounts determined by the constraints of the budget.

The budget deliberations held by the Finance Committee shall be open to the membership.

Authority: BD 6/84

See Also: GO/8453

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/3150

BUSINESS OPERATIONS
ADOPTION

Budget Adoption

Upon acceptance by the Finance Committee, the recommended budget shall be submitted to the Board of Directors, prior to its meeting, for final approval and adoption prior to the May/June Delegate Assembly.

Authority: BD 6/84
BD 11/04

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/3160

BUSINESS OPERATIONS
TRANSFER OF FUNDS

Budget Transfers

Transfer of funds from the capital reserve and surplus accounts shall be made only by the Board of Directors' action at the request of the Executive Director.

The Executive Director shall establish regulations governing the transfer of funds between established accounts in the approved operating budget.

A report of all transfers requested by the Board of Directors and/or carried out by the Executive Director under this policy shall be provided to the Audit Committee.

Authority: BD 6/84

Revised: BD 9/91

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/3260

BUSINESS OPERATIONS
SALES AND DISPOSAL OF EQUIPMENT AND SUPPLIES

Disposal of Equipment and Supplies

The Executive Director may dispose of surplus property belonging to the Association with the approval of the Executive Committee. Such procedures shall be designed to recover as much of the original cost of the item or items as possible. Such funds shall be deposited in the Association's treasury, reported to the Board of Directors and properly reflected in the budget.

The Executive Director may dispose of any surplus property with a disposal price of less than $500.

Authority: BD 6/74
BD 1/03

Revised: BD 5/78

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/3293

BUSINESS OPERATIONS
DEPOSITORY

Type of Bank Accounts

The Executive Director shall cause bank accounts to be maintained as required. These include savings and checking accounts.

Authorized signatures are: Executive Director or designee, Association President, and Association Vice-President for Finance.

Authority: BD 3/76
BD 5/76
BD 1/03
BD 5/07

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/3293.1

BUSINESS OPERATIONS
SIGNATURES/FACSIMILES

Signature Stamps

The Board of Directors permits the use of signature stamps and an approved check list.

Authority: BD 9/75
BD 9/91

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/3300

BUSINESS OPERATIONS
EXPENDITURES/EXPENDING AUTHORITY

Use of Unappropriated Free Balances and Surplus Funds

The expenditure of unappropriated free balances and surplus funds requires the prior approval of the Board of Directors.

Authority: BD 5/76

Purchasing Authority

The Director of Finance and Operational Services shall direct the purchase of materials and services as appropriated in the budget, as modified per budget transfers, or as authorized via the use of surplus funds.

Authority: BD 5/76

Technical Change: 7/91

Expenditures/Expending Authority

Purchases and use of materials and manpower shall be accomplished in accordance with good business practices with the primary purpose of serving the membership. Expenditures shall be planned in conjunction with the Director of Finance and Operational Services in order to coordinate the cash requirements of the Association, to avoid the need for borrowing and to maximize the interest on principal investments.

Credit Card Expenditures

NJSBA will acquire and maintain a corporate credit card, to be used by Association staff authorized by the Executive Director to make transportation expenditures for NJSBA officers and members for approved meetings and conferences.

Authority: BD 6/84
BD 12/85
BD 3/08

Technical Change: 7/91

See Also: GO/4133.5
GO/4124
GO/8260R

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/3431

BUSINESS OPERATIONS
ANNUAL FINANCIAL REPORT

Annual Financial Report

An annual audited financial statement is to be presented to the Delegates Assembly in November of each year.

Authority: BD 3/76
BD 5/76
BD 6/84
BD 1/03
BD 5/05

Revised: BD 10/90
BD 5/05

See Also: GO/8262

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/3433

BUSINESS OPERATIONS
ANNUAL AUDIT

Annual Audit

Each year the Association shall be audited by a certified public accountant and the report is to be received, reviewed and adopted by the Board of Directors. The NJSBA annual report, including the annual audit, shall be made available to the public upon request through the Custodian of Records.

Authority: BD 3/77
BD 5/05

Revised: BD 10/90
BD 5/04

EVALUATION OF THE EXECUTIVE DIRECTOR

N EW **J** ERSEY **S** CHOOL **B** OARDS **A** SSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/4115

PERSONNEL
EVALUATION/SUPERVISION

Performance Appraisal

The New Jersey School Boards Association believes that membership service is its fundamental goal. It recognizes that providing such service takes a dedicated and productive staff. Therefore, it considers an effective performance appraisal system an important part of the overall management of the Association.

In order to assure high quality performance that will support advancement of the Association's goal of service, a continuous program of employee supervision and evaluation shall be implemented. The purposes of this performance appraisal shall be to improve professional and support job competencies, to recognize achievements and identify individual needs, to extend assistance where required, and to provide a basis for recommendations regarding employment, salaries, and promotions. Unsatisfactory performers shall not receive a performance salary increase.

Authority: BD 9/94
BD 5/02

Use of Performance Appraisals

Employee performance appraisal shall be used for internal Association purposes only. For purposes of this section "internal Association purposes" shall mean the Executive Director or the Executive Director's designee or the Executive Committee as a body. Performance appraisals shall not be released to any individual or organization unless such release is authorized by the employee in writing.

Authority: BD 5/78
BD 10/00

Cross Filed: GO/4112.6

Evaluation of Executive Director

The Executive Committee shall evaluate the job performance of the Executive Director annually, and recommend his/her increase on the basis of the evaluation.

The evaluation instrument will assess the Executive Director's effectiveness in:

A. Pursuit and accomplishment of stated long and short-range goals of the Association, including services to members.

B. Efficient management of staff and financial resources of the Association.

C. Cooperation with the governing bodies of the Association.

EVALUATION OF THE EXECUTIVE DIRECTOR

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/4115

PERSONNEL
EVALUATION/SUPERVISION

Evaluation of Executive Director (continued)

During the evaluation process, the Executive Committee shall give fair consideration to circumstances impeding accomplishment.

Authority: BD 11/77

See Also: GO/4140.1

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/4140.1

PERSONNEL
EXECUTIVE DIRECTOR SALARY DETERMINATION

Executive Director Salary Determination

The salary of the Executive Director shall be determined by the Executive Committee. The Executive Director's salary shall be subject to the approval of the Board of Directors.

Authority: BD 6/78

Revised: BD 6/82
BD 1/86

Technical Change: 7/91
5/08

See Also: GO/4115

EVALUATION OF THE EXECUTIVE DIRECTOR

GOVERNANCE & OPERATIONS **FILE CODE:** GO/4118.13

PERSONNEL
CONFLICT OF INTEREST

Employment Conflict

The Association recognizes that employees of NJSBA have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive public office.

Staff members are not permitted to serve as members of local boards of education. Members of local boards hired as staff members by the Association must resign from their local board within 60 days from the date of employment. However, they may participate on school district citizen committees without pay.

Staff members choosing to serve as a board of education member cannot continue to serve as a staff member of the NJSBA.

"Employment ", for purposes of this policy and all policies contained herein regarding employment with the NJSBA, shall include employment as a staff member, contractor, consultant or vendor.

An officer who has participated in the evaluation and annual compensation contract recommendation of the Executive Director may not be employed by NJSBA for the longer of the period remaining on the contract, or six months following the date on which he or she has ceased to be an officer.

An officer who has not participated in the evaluation and annual compensation contract recommendation of the Executive Director may not be employed by NJSBA until six months following the date on which he or she has ceased to be an officer.

A member of the Board of Directors or alternate who has participated in the discussion and/or approval of the annual compensation contract recommendation of the Executive Director may not be employed by NJSBA for the longer of the period remaining on the contract, or six months following the date on which he or she has ceased to be a member or alternate of the Board of Directors.

A member of the Board of Directors or alternate who has not participated in the discussion and/or approval of the annual compensation contract recommendation of the Executive Director may not be employed by NJSBA until six months following the date on which he or she has ceased to be a member or alternate of the Board of Directors.

A member serving on the NJSBA Board of Directors as the NSBA liaison, a non-voting position, who is not serving pursuant to *Bylaws Art.* VI, *Sec.* 1a., b., c., or d., is not conflicted pursuant to this policy. *Bylaws Art.* VI *Sec.* 1e was adopted to afford a direct liaison between NSBA and NJSBA when a member of NJSBA is serving in a governance position with the national association.

Authority: BD 5/78
BD 10/00

Revised: BD 3/09
BD 5/11
BD 3/12
BD 5/14

See Also: GO/3300
GO/8250
GO/8250.1
GO/8312
GO/8318

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8309

GOVERNANCE PROCEDURES
CHANGES IN INTERNAL POLICY MANUAL

Changes in Internal Policy Manual

The Board of Directors has full authority to make changes in the Internal Policy Manual of the Association as long as these policies are not in conflict with the Bylaws.

Changes in the internal policy manual require consideration at two meetings of the Board of Directors. At the first meeting, a simple majority vote shall be required for first passage. However, such policy shall not take effect unless ratified by a simple majority vote at a subsequent meeting of the Board of Directors.

This policy may be waived by a 2/3 vote of the Board of Directors present and voting.

Authority: BD 9/75
BD 9/00

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8309R

GOVERNANCE PROCEDURES
CHANGES IN INTERNAL POLICY MANUAL

Staff Participation in Internal Policy Development

The Executive Director will establish such staff committees as he/she deems necessary to recommend policies, rules, and procedures for the proper functioning of the Association.

All personnel are encouraged to assist in the formulation of recommended policy for the Association through their Department Directors.

In the development of procedures and arrangements for the operation of the Association, the Executive Director will include, at the planning stage whenever feasible, those employees who will be affected by such provisions.

The Executive Director shall encourage open employee channels for the ready intercommunication of ideas and feelings regarding the operation of the Association.

Regulations implementing policy will be provided to the Board of Directors as an information item no later than the next meeting after the regulation goes into effect.

Technical changes to policy, such as title changes and cross references, will be provided to the Board of Directors as an information item no later than the next meeting after the technical change is made.

Issued: May 12, 1978
Revised: September 26, 2012

Cross Filed: GO/2222R

GOVERNANCE & OPERATIONS **FILE CODE:** GO/4118.13

PERSONNEL
CONFLICT OF INTEREST

Financial Interest

No employee of the NJSBA shall engage in or have a direct or indirect financial interest in any activity that conflicts with his or her duties and responsibilities or compromises the integrity of the NJSBA.

All NJSBA professional staff are deemed to be school officials as defined by the School Ethics Commission. Professional staff are not permitted to act in the employee's official capacity in any matter in which the employee has a direct or indirect financial involvement that might reasonably be expected to impair the employee's objectivity or independence of judgment.

Employees shall refrain from having any private business dealings with any Association contractor, consultant or vendor which would present a potential, actual or the appearance of a conflict of interest.

Authority: BD 5/78
BD 10/00

Revised: BD 1/89
BD 5/07
BD 3/09
BD 3/12

See Also: GO/4134
GO/8312
GO/8312

Personal Interest

No employee of the NJSBA shall have a personal interest that substantially conflicts with his or her duties and responsibilities or compromises the integrity of the NJSBA.

All NJSBA professional staff are deemed to be school officials as defined by the School Ethics Commission. Professional staff are not permitted to act in the employee's official capacity in any matter in which the employee or a member of the employee's immediate family has a personal involvement that is or creates some benefit to the employee or a member of the employee's immediate family.

Authority: BD 10/00

Revised: BD 3/09

School Ethics Act

All NJSBA professional staff are deemed to be school officials as defined by the School Ethics Commission and shall comply with all provisions of the Act.

Authority: BD 10/00

Revised: BD 3/09

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/4118.13

PERSONNEL
CONFLICT OF INTEREST

Political Activity

Employees are prohibited from attending or engaging in campaign activities or holding elected or appointed offices which potentially present a conflict of interest or duties without prior approval from the Executive Director.

In the event a staff member assumes an elected office as a member of a municipal, county or state governing body or accepts an appointed position for a municipal, county or state governing body, and that elected or appointed position constitutes a direct ongoing conflict of interest which cannot be cured by abstention, his/her staff position shall cease upon being sworn in or assuming the appointed position. Any controversies concerning what constitutes a direct ongoing conflict of interest for any staff member shall be determined by the Board of Directors.

For the purposes of this section, "engaging" means being committed or involved in; and "attending" means being present at.

Authority: BD 5/78
BD 10/00

Revised: BD 10/89
BD 1/92
BD 5/07
BD 3/09

NJSBA Campaign Activities

Employees are prohibited from engaging in any campaign activities or election activities related to any Association office.

Authority: BD 10/89
BD 10/00

Annual Statement

All employees shall be required to sign a statement annually stating that they adhere to the Association's Conflict of Interest policies on Board of Education Membership, Financial Interest, Personal Interest, School Ethics Act, Political Activity, and NJSBA Campaign Activities. All NJSBA professional staff are deemed to be school officials as defined by the School Ethics Commission. Professional staff shall annually file a personal/relative and financial disclosure statement pursuant to N.J.S.A. 18A: 12-25, 26.

Authority: BD 10/90
BD 10/00

See Also: GO/4134

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/4118.13R

PERSONNEL
CONFLICT OF INTEREST

Implementation of Political Activity Policy

NJSBA is a local public employer and may set reasonable restrictions on employee political expression in order for NJSBA to carry out its legislatively created advocacy mission. NJSBA cannot endorse political candidates; when representing the NJSBA in public forums, employees are to refrain from endorsing or expressing support for or against any political candidate or a public issue, that is not representative of *NJSBA's Manual of Positions and Policies on Education.*

All staff are expected to abide by this policy and report any political activity conflict of interest or duties to the Director, Human Resources. In an instance when the staff member is not certain there is potential for the direct, ongoing conflict of interest or duties, s/he shall report same to the Director, Human Resources, who shall seek clarification from the Executive Director. The Director, Human Resources shall then provide that clarification in writing to the staff member.

Except in the instance when a staff member assumes an elected or appointed position in direct ongoing conflict with his/her position which cannot be cured by abstention, and ceases employment with the Association according to policy, all violations of this policy shall be dealt with in accordance with the Association Disciplinary Action policy file code GO/4117.

An employee whose position necessitates his/her advocacy on behalf of the Association is prohibited from, in her/his professional capacity, sponsoring, attending or contributing to any political party, campaign, office, or activity within the State of New Jersey. This prohibition includes, but is not limited to, attendance at fund raising activities and donation of money, services, and time to such activities as a representative of the NJSBA. Association positions covered by the above are, but not limited to: Executive Director, Governmental Relations, Communications and other staff as designated. Personal activity, conducted outside of employment is not intended to be restricted by this policy.

Employees may not display partisan or political literature, posters, buttons, political cartoons, etc., on their person or in their work space in NJSBA's facility. Definition of "facility" is set forth at GO/4118.23R. Additionally, NJSBA staff are prohibited from displaying partisan or political items on their person when representing NJSBA in public forums.

Issued: October 20, 1989

Revised: October 6, 2000
February, 2007
October, 2009
August 2017

See also: GO/4118.22 and 4118.22R
GO/4118.23 and 4118.23R

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/4118.13R

PERSONNEL
CONFLICT OF INTEREST

Implementation of NJSBA Campaign Activities Policy

All staff are expected to abide by this policy and refrain from any involvement in any Association election activities. In any instance where a staff member's job responsibilities place him/her in a situation that could be interpreted as a conflict of interest under this policy, he/she should report same to the Executive Director.

All violations of this policy shall be dealt with in accordance with the Association Disciplinary Action policy file code GO/4117.

Issued: October 20, 1989

Revised: October 6, 2000
February, 2007

Gifts to Staff

NJSBA staff are prohibited from soliciting or accepting for themselves or on behalf of the Association, any gift which directly or indirectly benefits them. Gifts in excess of $50.00 would be deemed a benefit to staff. This prohibition applies to gifts from any person or vendor having or seeking a business relationship with the Association or any employee or agent of such person or vendor. If offered a gift by a vendor, staff shall notify that vendor of this regulation, and shall promptly return any gifts in excess of $50.00 received with an explanation of this regulation. The Association shall also annually notify all individuals and vendors it does business with of this regulation.

Staff shall also report any such offer and the action taken to their director and/or immediate supervisor as soon as practicable. These provisions shall not apply to gifts of minimal value from non-vendors intended to commemorate an event or program.

Employment Conflict

This regulation clarifies the employment conflict provision of GO Policy 4118.13, barring an officer/member of the Board of Directors or alternate from NJSBA employment for a period following the Executive Director's evaluation and contract recommendation:

Under this policy, an officer will be barred in the case of an actual conflict caused by their participation in this process or where there exists the public perception of a conflict. An officer will be considered to have participated in the evaluation, thus raising a conflict, if he/she were present at meetings at which the evaluation or performance of the Executive Director was discussed or provided formal or informal input regarding the evaluation in any stage of the process. Among the factors that shall contribute to the public perception that an officer participated in the process include, but are not limited to, his/her status as an active member of the executive committee during the time the evaluation is conducted.

Further, under this policy, a member of the Board of Directors or alternate will be barred in the case of an actual conflict caused by their participation in reviewing the Executive Director's evaluation and/or employment contract, irrespective of whether the member/alternate votes, or where there exists the public perception of a conflict. A member of the Board of Directors or alternate will be considered to have participated in the

evaluation and contract review, thus raising a conflict, if he/she were present at meetings at which the evaluation and/or contract of the Executive Director was discussed or provided formal or informal input regarding the evaluation in any stage of the process. Among the factors that shall contribute to the public perception that a member of the Board of Directors or alternate participated in the process include, but are not limited to, his/her status as a member or alternate of the Board of Directors during the time the evaluation is conducted.

Issued: January 15, 1992

Revised: January, 2001
February, 2007
October, 2009
May 2011

Cross Filed: GO/1313R

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/6002

PROGRAMS AND SERVICES
FEE-BASED DIRECT SERVICE PROGRAMS

Fee-Based Services

The Executive Director is authorized to investigate income producing, fee-based direct service programs. Subject to review and approval of the Board of Directors, the Executive Director is authorized to initiate and administer selected programs. This authority includes determining extent of program services and fees, and size and selection of staff. The Executive Director shall designate responsibilities and determine compensation and job titles according to NJSBA policy.

Proposed programs shall meet the following criteria:

A. The program shall provide a service not within the expected range of representative services provided in accordance with the current NJSBA Strategic Plan.

B. The provision of the service shall not impede the provision of other services of NJSBA.

C. Services shall be conducted in such a manner as to protect the integrity of the NJSBA operation.

D. All programs shall be self-sustaining, though startup costs may be distributed over the first three years of operation.

E. All programs shall have been reviewed by the General Counsel to assure that they do not conflict in any way with laws and regulations.

F. The design and staffing of the programs offered shall assure the best possible quality of service.

G. Each program proposal shall include a written plan for evaluation. The plan needs to include information on staffing and capacity to deliver the services.

H. All fee-based programs will be evaluated annually.

Fee-based direct service programs shall be implemented on a pilot basis, and may be expanded, within budgetary limitations, at the discretion of the Executive Director. No program shall be considered a regular function of the NJSBA until after at least one year of successful operation.

The Executive Director shall provide status reports to the Board of Directors on all fee-based direct service programs as necessary.

Authority: BD 12/79

Revised: BD 6/84
BD 5/22

Technical Change: 7/91

Cross Filed: GO/3213

Financing of Fee-Based Services

Fee-based services shall be offered to the membership. Expenses incurred by fee-based services shall be paid from revenues generated by those services.

PROGRAMS AND SERVICES
FEE-BASED DIRECT SERVICE PROGRAMS

Authority: BD 1/82

Revised: BD 10/90

Cross Filed: GO/3213

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS FILE CODE: GO/6401

PROGRAMS AND SERVICES
LEGAL ASSISTANCE AND *AMICUS* POLICY

Legal Assistance and *Amicus* Policy

In General

The Association shall offer, through its Legal unit of Member Services and Strategic Partnerships and staff attorneys, legal assistance to all boards of education and Association committees.

In addition to assisting boards of education, and local school board attorneys the Association shall make its legal staff available to give information, but not advice, on school law to board members, charter school trustees, chief school administrators, board secretaries, school business officials, and other associate members upon request. The Executive Director shall issue regulations to implement the legal information service in such a fashion as to assure the proper and most efficient use of staff attorneys.

Amicus Curiae Participation

The Association will participate as *amicus curiae* in those cases which will set a precedent or have a significant statewide impact upon the operation of the State's educational system consistent with the Rules of Court.

All requests for *amicus* participation by the Association shall be referred to the General Counsel, who shall, after a review of the relevant documents and legal issues in the case, submit a recommendation to the Executive Director. The determination to formally intervene as *amicus* shall be made by the Executive Director, provided that the position to be taken by the Association in the case is supported by Association policy. The Executive Director shall promptly advise the President of the Association of all decisions to intervene as *amicus curiae*.

If the Executive Director concludes that the case is an important one, but that the Association has no existing policy position relative to the issues presented, the decision to formally intervene as *amicus* and the policy position to be taken by the Association shall be made by the Board of Directors upon the recommendation of the Executive Director; or, in the case of an emergency between meetings of the Board, by the Executive Committee.

The following facts shall be considered in making a determination as to formal *amicus* participation in a particular case:

A. The relative importance or potential statewide impact of the legal issue to boards of education;

B. Whether the legal arguments presented by the Association would be helpful in providing a statewide perspective, and would not be merely duplicative of the arguments presented by the parties and other amici in the case;

C. The court or administrative agency before which the case is pending (e.g., Supreme Court, Appellate Division, PERC, the Commissioner, State Board of Education, federal district court);

D. The presence and importance of factual issues in addition to the legal issues in the case;

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS FILE CODE: GO/6401

PROGRAMS AND SERVICES
LEGAL ASSISTANCE AND *AMICUS* POLICY

E. The probability of success;

F. The available resources of the Association.

G. The likelihood that the court or administrative agency will grant entry into the case in accordance with R. 1:13-9, N.J.A.C. 6A:4-3.2 or other applicable rule.

The determination of the Executive Director or Board of Directors where appropriate, shall be communicated to the requesting party in writing by the General Counsel.

The General Counsel shall periodically report to the Board of Directors concerning all *amicus* cases and the Association's participation therein.

Authority: BD 11/78

Revised: BD 12/86
BD 10/89
BD 5/07
BD 10/09
BD 5/22

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8204

GOVERNANCE PROCEDURES
ELECTION OF NJSBA OFFICERS

Election of NJSBA Officers

In election campaigns for Association office:

A. There shall be no limits placed on candidates with respect to election campaign fund-raising and expenditures, but each candidate shall file a record of total contributions and total expenditures with the NJSBA Executive Director. Individuals contributing amounts in excess of $100 to any candidate shall be identified on the record of contributions submitted.

B. All applicants seeking nomination as an officer by the Nominating Committee shall have their name, school district/county and position sought announced in School Board Notes following the deadline for submission of nominations.

C. Advanced publicity shall be available for each candidate nominated by the Nominating Committee or by petition in Association publications and in the Delegate Assembly Handbook. Candidates shall also have access to Association mailing lists, at cost.

D. Each county school boards association shall be encouraged to have its own constitutional and/or bylaws mechanism governing its method of endorsement for NJSBA candidates. County school boards associations shall be encouraged to provide an opportunity for other candidates to appear at functions where NJSBA incumbent officer candidates are invited to speak.

E. There shall be no limits placed on candidates with respect to distribution of literature prior to the Delegate Assembly.

F. All campaigning and electioneering shall terminate when the Delegate Assembly is called to order.

G. The following procedures shall be utilized at the Delegate Assembly meeting, subject to modification by the delegates present:

    1. The Nominating Committee chairperson shall present the slate chosen by the Nominating Committee with an explanation of how the selection was made;

    2. The presiding officer shall present the slate of candidates nominated by petition with an explanation of the procedures used to file by petition;

    3. All candidates running for any office shall be permitted to speak to the delegates for two minutes.

Authority: DA 10/79-CR Election Review
DA 12/80-CR Election Review
BD 12/87
BD 4/94
BD 9/94

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8206

GOVERNANCE PROCEDURES
REMOVAL FROM OFFICE

Removal from Office - Officers

If, on September 30 of each year, the District Board of Education of any officer of the Association shall not have paid their assessed dues and therefore shall not be in good standing, said Officer shall be removed from office, and shall be replaced in accordance with the procedure established in the Bylaws to fill vacancies in office.

If the Board of Directors determines that an officer has violated the Code of Conduct for NJSBA Officers, GO/8250, or the Conflict of Interest policy, GO/8312, and the facts known, and in the interest of the association, warrant removal from office, the Board of Directors will act to remove the officer from their office.

Authority: BD 4/91
BD 3/14

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8250

GOVERNANCE PROCEDURES
DUTIES AND AUTHORITY OF OFFICERS

Code of Conduct for NJSBA Officers

A. As a member of the Executive Committee, I will uphold the Bylaws and policies of NJSBA and will confine my Committee action to policymaking, planning, and appraisal and such duties as are appropriate to my office or as assigned by the President.

B. I recognize that NJSBA authority is vested in the Delegate Assembly, Board of Directors and the Executive Committee and I will make no personal promises nor take any private action which may compromise the Association.

C. I refuse to surrender my independent judgment to special interests or use my position or title of office for personal or financial gain, or for the personal or financial gain of others.

D. I will hold confidential all matters pertaining to the Association which, if disclosed, would needlessly injure individuals or the Association.

E. I will support and protect the staff of NJSBA in the proper performance of their duties.

F. I will carry out my responsibility, not to administer the Association, but together with my fellow officers, see that the Association is properly administered.

G. I will refer all concerns to the President and/or Ethics Committee chairperson, as appropriate, and will pursue the matter with the Board of Directors, only if the concern remains unresolved.

H. I recognize that noncompliance with this code as adopted by this Executive Committee may result in disciplinary measures up to and including removal from office.

I. Except for the unauthorized disclosure of matters deemed confidential by Association policy, no school board member who serves in an Association governance capacity or candidate for Association office shall be sanctioned, reprimanded, censured or otherwise penalized by the Association for any action that is not unlawful, either administratively, civilly or criminally, under the laws of the United States and the State of New Jersey, in connection with an expression of support for or in opposition to any candidate who has been nominated for Association office either by the Nominating Committee or by petition.

Authority: EC 9/86
BD 9/94
BD 11/01
DA 11/01
BD 05/03
DA 11/13

See Also: GO/4118.13

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8250E

GOVERNANCE PROCEDURES
EXECUTIVE COMMITTEE

Code of Conduct/Conflict of Interest

At its Annual Planning Meeting, copies of the Code of Conduct for NJSBA Officers and other relevant policies shall be distributed. Each member will review the Code of Conduct, fill out the following conflict of interest questionnaire and sign and return the certification below that he/she has read and will adhere to the relevant policies.

Please answer all questions. Attach additional sheets if necessary.

(1) List the name and address of all **business organizations** in which you or your spouse held an interest during the preceding calendar year.

Name of Busn. Organization	Address of Busn. Organization	Name of Interest Holder	Relationship

(2) Are you or your spouse a **party to a contract** with NJSBA or any entity doing business with NJSBA? If so, please set forth:

Name	Relationship	Nature of Contract	District/Charter School

(3) Do you or your spouse **receive income from or have any interest in any business** which is a party to a contract with the NJSBA? If so, list the name of each business.

Name	Relationship	Business	District/Charter School

(4) Are you currently serving in a position or have you accepted appointment to a position in which there may be an ongoing direct conflict of interest with your Executive Committee membership which cannot be cured by abstention?

Name of Busn. Organization	Address of Busn. Organization	Position	Nature of Conflict

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8250E

GOVERNANCE PROCEDURES
EXECUTIVE COMMITTEE

I, _____, hereby certify that I have read the attached NJSBA Executive Committee Code of Conduct and Conflict of Interest policies (GO/4118.13 **Employment Conflict**; GO/8250 **Code of Conduct**; GO/8312 **Conflict of Interest**) and Article VII, Sections 2 and 8 of the NJSBA Bylaws. I further certify that I will adhere to these policies and that this Executive Committee Conflict of Interest Questionnaire contains no willful misstatement of fact or omission of material fact. I further certify that the statements made herein are true, complete and correct to the best of my knowledge and belief.

_____ _____
Officer Signature Date

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8259

GOVERNANCE PROCEDURES
PREPARATION OF OFFICERS' REPORTS
FOR BOARD OF DIRECTORS' MEETINGS

Preparation of Officers' Reports for Board of Directors' Meetings

The Executive Director or designee shall develop regulations and procedures to ensure accurate, timely preparation of officers' reports for Board of Directors' meetings.

Authority: BD 9/94

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8260

GOVERNANCE PROCEDURES
EXECUTIVE COMMITTEE MEMBERS' EXPENSES

Executive Committee Members' Expenses

It is the intent of these policies to establish both expenditure limits and reimbursement procedure for NJSBA Executive Committee Members and any other board of education members incurring expenses directly related to Association business.

Travel Authorization

Out-of-state travel of Executive Committee Members and authorized board of education members shall require the prior approval of the President. Reports shall be furnished in a timely fashion to the Executive Committee of all instances when the Association was represented by an Executive Committee Member or other board of education member.

Advances

Advance expense checks may be issued to Executive Committee Members and authorized board of education members for official Association business in an amount not to exceed $500 unless otherwise approved by the President and Executive Director in writing. These monies shall be properly accounted for in writing and any excess monies returned to the Association within 20 working days upon return. Any expenses above $500 which are not direct billed to the Association should be paid by credit card for later reimbursement. No new advances shall be extended until previous open advances have been accounted for.

Reimbursement Procedures

Executive Committee Members and authorized board of education members will be reimbursed for travel and other necessary expenses incurred while on Association business as authorized by Association policy. Expenses shall be submitted and accounted for in writing to the Finance Department. Expense forms not submitted within 30 days require Executive Committee approval for payment. Expense forms not submitted within 45 days will not be reimbursed under any circumstances. All requests for reimbursement shall be accompanied by receipts except those expenditures for non-meal tips and highway tolls.

All expense vouchers for expenditures incurred by Executive Committee Members or authorized board of education members are required to be ratified by a vote of the Executive Committee within 90 days of the date on which any such expense is incurred. Any monies reimbursed which fail to receive ratification by the Executive Committee must be repaid within 30 days to the Association by the person receiving said money.

Executive Committee Members' Spouses

Spouses of Executive Committee Members may accompany and share a room with the Executive Committee Member on any overnight trip to a national, regional or state meeting or conference. The Association shall not be responsible for any room, travel, food or other expenses of the Executive Committee Members' spouses.

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8260

GOVERNANCE PROCEDURES
EXECUTIVE COMMITTEE MEMBERS' EXPENSES

Executive Committee Members' Expenses (continued)

Maximum Reimbursements

The maximum allowable expenditure for Executive Committee Members and authorized board of education members for meals, travel and lodging shall be reviewed annually by the Director of Finance and changes approved by the Executive Director.

Privately Owned Vehicles

Executive Committee Members and authorized board of education members using their personal automobiles for approved Association business shall be reimbursed at a rate approved by the Internal Revenue Service. Automobile owners are responsible for automobile insurance coverage.

Rental Cars and Car Service

Rental cars and car service may be reimbursed for travel on official Association business, where it is the least expensive option to paying mileage for and/or parking privately owned vehicles. Charges related to improper application of this policy shall not be reimbursed.

Public Transportation Reimbursement

Public carrier fares are chargeable if travel is for official Association business. Reimbursement shall occur on the least costly but practical means of transportation. For airplane and train travel, Association representatives shall travel tourist class unless such transportation is not available.

Hotel Accommodations

Room accommodations for Association travel shall be at rates considered mid-fare. Executive Committee Members and authorized board of education members shall be entitled to a single room accommodation.

Personal Calls

Executive Committee Members or authorized board of education members traveling on Association business shall be reimbursed for telephone expenses for one call per day to their family. All calls must be kept to a reasonable length of time.

Portable Electronic Device Use

Executive Committee Members may be provided a Portable Electronic Device (PED) or be reimbursed for the base charges of an existing PED account, whichever is less expensive, to conduct Association business.

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8260

GOVERNANCE PROCEDURES
EXECUTIVE COMMITTEE MEMBERS' EXPENSES

Executive Committee Members' Expenses (continued)

Implementing Regulations

The regulations implementing this policy shall be reviewed and approved annually by the Executive Committee.

Reporting of Expenses

An annual report of all in-state and out-of-state expenses of the Executive Committee shall be provided to the Board of Directors no later than the reorganization meeting in September. An additional annual report identifying any business and lobbying expenses of the Executive Committee shall be provided to the Board of Directors and the Audit and Finance Committees at the same time.

Authority: BD 10/89
BD 6/90
BD 10/90
BD 9/94
BD 9/98
BD 5/00
BD 11/01
BD 10/03
BD 9/08
BD 1/10
BD 9/11
BD 3/16

See Also: GO/4133.1
GO/4133.2
GO/4133.3
GO/4133.4
GO/4133.5
GO/4133.6

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8260R

GOVERNANCE PROCEDURES
EXECUTIVE COMMITTEE MEMBERS' EXPENSES

Executive Committee Members' Expenses

Advances

Executive Committee Members and authorized board of education members may request advances, pursuant to this policy (GO/8260), by submitting a memo requesting such an advance to the Finance Department at least 10 days prior to the planned trip. Advances will be based on per diem food allowances currently in effect and other allowable out-of-pocket expenses, which must be noted in the request.

Any part of an advance, which is unused, shall be returned to the Finance Department within 20 working days from the date of the advance. The Finance Department, when issuing an advance check, will attach a memo reminding the recipient of this provision.

Reimbursement Procedures

All requests for reimbursement shall be accompanied by receipts except those expenditures for non-meal tips and highway tolls.

In the case of all meal expenses, an itemized copy of the restaurant bill or credit card charge slip shall serve as a receipt. Under no circumstances shall a receipt stub of a restaurant check be acceptable for reimbursement.

Executive Committee Members will be reimbursed for travel and other necessary expenses incurred while on Association business as authorized by Association policy. Expenses shall be submitted and accounted for in writing first to the Executive Office, to be transmitted to the Finance Department. Expense forms shall be submitted no later than 5 business days from the last day of each month that the expense was incurred. Expense forms not submitted within this time must be submitted to the Executive Director together with an explanation of why it is late. Expense forms not submitted within 30 days will be reviewed by the Executive Director and submitted to the Executive Committee with a recommendation for approval or denial of payment. Expense forms not submitted within 45 days will not be reimbursed under any circumstances. All requests for reimbursement shall be accompanied by receipts except those expenditures for non-meal tips and highway tolls.

Meal Allowance

In most situations, meals are contracted for and pre-planned in advance by the Executive Office of NJSBA. The following expenditure limits shall apply only to those instances where an Executive Committee Member or authorized board of education member is:

A. Buying a meal for him/her self when there are no contracted/pre-planned arrangements; and/or
B. Buying meals for others in instances where authorized NJSBA business is being conducted.

The limits established herein shall apply to all Executive Committee Members or authorized board of education members.

The meal allowance shall be the same as the current Association meal allowance for staff, as set by the Board of Directors thought adoption of the annual budget.

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8260R

GOVERNANCE PROCEDURES
EXECUTIVE COMMITTEE MEMBERS' EXPENSES

Executive Committee Members' Expenses (continued)

	General New Jersey	Site of conference and Out-of-State
Breakfast	$20.50	$31.50
Lunch	24.50	35.00
Dinner	47.50	81.00

Any expenses above these limits shall not be reimbursed. Receipts are required for all expenses except those for non-meal tips and highway tolls and must accompany expense vouchers submitted under this policy.

All meal costs for individuals other than the person submitting the voucher shall be explained on the reverse side of the expense form by identifying the individual(s) meals were purchased for and the purpose of the meeting.

Entertainment

The Association shall not reimburse Executive Committee Members and authorized board of education members for any entertainment expenses.

Entertainment expenses are defined as any expense other than meals, including, but not limited to tickets or admission to sports, social or entertainment events and the purchase of alcoholic beverages.

Privately Owned Vehicles/Mileage Reimbursement

Reimbursement may be claimed for mileage accrued for Association business purposes in accordance with this policy. The per mile rate used by the Association is the one established by the IRS each January.

Rental Cars and Limousine Service

Rental cars and car service shall require documentation that the use was less expensive than use of one's own vehicle and parking at the point of travel.

Overnight In-State Travel

Reimbursement for overnight stays for an Executive Committee member or authorized board of education member while on Association business in-state will only be made with the prior approval of the Executive Director: if it is in the best interest of the Association that the member be provided an overnight stay; or where the member is attending a meeting and, there is a continuing or additional meeting the following morning.

Out of State Travel

A. Transportation arrangements for approved meetings and conferences are to be made by the Executive Office of NJSBA. In those instances where an Executive Committee Member's or authorized board of education member's personal or business needs require individualized travel arrangements, the following limits shall apply: airplane and train travel shall be by tourist class and the point of origin and return shall be New Jersey/Philadelphia; transport to and from the departing and arriving airport shall be by the least expensive means available: e.g. personal car mileage and parking fees, rental or limousine service or public transportation, where available. NJSBA may pay the cost for transportation arrangements to address individual personal or business needs of an Executive Committee member or authorized board of

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8260R

GOVERNANCE PROCEDURES
EXECUTIVE COMMITTEE MEMBERS' EXPENSES

Executive Committee Members' Expenses (continued)

education members upon approval by a majority of the Executive Committee, on a case-by-case basis. Costs shall be limited to the highest tourist fare arranged for by the Association for the same trip together with transport costs to and from the departing and arriving airport. Where alternate means of travel are preferred, e.g. train, bus or personal vehicle, reimbursement shall be limited to the least expensive means of travel, inclusive of expenses set forth herein.

B. In most instances, hotel accommodations are prearranged by the Executive Office of NJSBA. In those instances where the Executive Committee Member or authorized board of education member is unable to use the hotel accommodations arranged for by the Association due to personal or business needs, and makes their own arrangements, the room rates shall be set at a mid point rate annually determined by the Executive Director.

   The only exception to these rates shall be in those instances where a specific conference or meeting has established room rates greater than the above limits or where it can be demonstrated that hotel accommodations at these rates are not available and that a higher room rate is necessary to enable the individual to meet his/her Association responsibilities.

   When overnight accommodations are arranged for Executive Committee Members, and authorized board members, or guests, they shall be at the same location as the meeting, program, or event.

   If sufficient rooms are not available at the event facility, the Executive Office shall determine which additional facility will be used.

   Approval to stay elsewhere may be granted only by the President or Executive Director.

Personal Charges

Any personal charges incurred by Executive Committee members and authorized board of education members and included in receipts or identified on direct billing statements received by the Association shall be the responsibility of the individual. These expenses should be separated from NJSBA reimbursable expenses and paid directly by the individual at the time the expenses are incurred. In the event personal charges are not paid at the time they are incurred, the Association shall bill each Executive Committee member and authorized board of education member for them. Each individual shall be responsible for reimbursement of personal charges within twenty (20) days of billing or will have the billed amount deducted from subsequent vouchers until reimbursed.

Officers shall provide the Executive Office with a credit card number and expiration date to be used when making travel arrangements not covered under reimbursable expenses.

Approved: November 13, 1989

Revised: May 31, 1990
October 19, 1990
March 5, 1991
June 26, 1992
September 11, 1992

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8260R

GOVERNANCE PROCEDURES
EXECUTIVE COMMITTEE MEMBERS' EXPENSES

March 8, 1996
September 1998
May 5, 1999
January 1, 2001
May 31, 2001
November 2001
March 2002
March 1, 2006
May 2006
September 6, 2006
February 2007
March 2008
September 2009
September 2010
September 2011
April 2015
January 2016
March 2016
September 2018
March 2024

See Also: GO/4133 through 4133.9

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8261

GOVERNANCE PROCEDURES
LOBBYING AUTHORIZATION/DEFINITION/EXPENSES

Lobbying Authorization/Definition/Expenses

Only members of the Executive Committee are authorized to lobby on behalf of the Association. Participation in lobbying activities by any other board of education member shall require prior approval by the President.

Lobbying shall be defined as:

> "Meeting with public officials representing New Jersey Government for the purpose of promoting or securing passage, defeat or amendment of legislation, regulation and/or policies related to public education."

Any expenses incurred as a result of lobbying activities shall be reported on expense vouchers as a separate item identified as a lobbying activity. The names of all participants and the specific reason for each event shall be listed on the appropriate part of the form. Receipts for all expenses must accompany the vouchers. No expenditure shall exceed established limits. Reimbursement of lobbying activity expenses shall only be made to authorized persons.

Authority: BD 6/90

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8263

GOVERNANCE PROCEDURES
MINUTES OF EXECUTIVE COMMITTEE MEETINGS

Minutes of Executive Committee Meetings

The minutes of each regular and special meeting of the Executive Committee shall be recorded, approved and maintained as permanent records. Prior to each meeting of the Board of Directors, the transcribed minutes of the previous meeting of the Executive Committee shall be sent to all Board of Directors Members and Alternates and copies shall be made available to interested members of the public at the meeting.

Minutes of closed meetings of the Executive Committee shall be recorded, approved and maintained as permanent records, but shall remain confidential until such time as their release will not defeat or compromise the purpose of the closed meeting. That such a meeting will be or was held will be recorded in the minutes of the preceding or subsequent regular meeting.

Authority: BD 1/91

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8301

BOARD OF DIRECTORS
DUTIES OF MEMBER

Job Description

MISSION: To ensure that the needs of the Association, as enacted by the Delegate Assembly, are implemented in the best interests of all children.

QUALIFICATIONS:
1. Member of a district board of education in good standing with the NJSBA.
2. Holds no appointed position in which there may be an ongoing direct conflict of interest that cannot be cured by abstention, as determined by the Board of Directors.

TERM:
1. Three years, as allotted to the county represented by the member.
2. Not longer than two full consecutive three-year terms.

REPORTS TO:
1. Delegate Assembly
2. County, Urban, or Vocational boards group appointing or electing member.

DUTIES: Take responsibility for carrying out the following by participating in Board of Directors meetings:

1. Implement the purposes of the Association and exercise general supervision over NJSBA affairs, between meetings of the Delegate Assembly.
2. Periodically review adopted resolutions to determine whether their purposes have been accomplished or modified by subsequent resolutions.
3. Typify, by example, the ideal functioning of a policy-making body.
4. Implement policies and programs adopted at Delegate Assemblies, keeping implementation consistent with the beliefs and policies of the Association.
5. Be authorized to adopt policies on education issues, between Delegate Assemblies, providing such policies do not contravene the beliefs and policies of the Association
and are adopted by a two-thirds vote of members present and voting.
6. Adopt such rules and regulations for the conduct of business as shall be deemed advisable.
7. Appoint an Executive Director and approve, by a majority vote of the full membership, the contract covering terms and conditions for that appointment.
8. Adopt an annual budget for the Association.
9. Be authorized to transact the business of the Association and enter into contracts on behalf of the Association.
10. Adopt policies on the appointment and discharge of personnel.
11. Be authorized to receive federal, state, foundation and private source moneys and to spend such funds for projects, activities and services, as deemed appropriate.
12. Provide leadership to local boards and general resolutions on problems in public education in New Jersey and the United States.

Authority: BD 4/95

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8306

GOVERNANCE PROCEDURES
ALTERNATES

Alternates

Whenever an alternate attends a Board of Directors meeting in accordance with the provisions of the Bylaws, he/she shall have floor privileges including speaking rights, but shall not have the right to vote unless he/she is acting for the Director in the Director's absence.

A Director's temporary absence from the meeting does not entitle an alternate to the right to vote.

Authority: BD 1/91
BD 10/97

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8310

GOVERNANCE PROCEDURES
MEETING HOURS

Meeting Hours

All Board of Directors meetings will be adjourned no later than 11 p.m. except in the event of pressing business at which point, by a 2/3 majority vote of the quorum present, the meeting may be extended to one additional 1/2 hour session.

Authority: BD 6/75

Special Meetings

Special Meetings Called by the President

Upon determination of the need for a special meeting of the Board of Directors, the President shall direct the Executive Director to provide written notice by certified or registered mail, with return receipt requested, of the business to be considered at least 15 days in advance of said special meeting to all members and alternates.

In the event that written notice cannot be provided because of an emergency need for a special meeting, notification may be made by other means and written notification may be waived by any member, provided that such waiver shall be in writing, signed by the member and provided to the Executive Director on or before the date of the special meeting.

Special Meetings Called by the Members

Whenever at least one-third of the members of the Board of Directors determine there is a need for a special meeting, they may call such a meeting by providing a written request to do so to the Executive Director. The written request shall contain the signature of the member. If there is insufficient time to obtain and submit all signatures, a document signed by at least one member and naming the others desiring to call a special meeting will be submitted to the Executive Director. The Executive Director shall immediately begin to verify, by telephone or in person, that each person named in the document desires a special meeting and authorized the person who signed the document to use his/her name in calling the special meeting. When the Executive Director has verified that at least one-third of the members of the Board of Directors have called for a special meeting, he/she shall mail a notice of special meeting to all members, which shall include a list of those people calling the special meeting and naming the person who submitted the written list of names.

An alternate may act on behalf of the director in calling a special meeting only when there is a vacancy in the position; or the director was not available to act, after a good faith effort was made by the alternate to contact the director to no avail. A good faith effort shall include attempting to contact the director at various times over a period of at least 24 hours, and shall include telephoning the director at locations he/she is likely to be found.

It shall also include attempting to contact the director through the office of the Executive Director on a day when the Association offices are open for business. If an alternate fails to contact the director through such good faith effort, he/she may act to call a special meeting. However, a statement setting forth the effort made to contact the director, signed by the alternate must be in the possession of the Executive Director before that alternate may be counted toward the number needed to call a special meeting. A copy of the signed statement shall be immediately mailed to the director.

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8310

GOVERNANCE PROCEDURES
MEETING HOURS

Special Meetings (continued)

Upon the Executive Director's receipt of a request for a special meeting from one-third of the members, he/she shall notify the President and provide written notice by certified or registered mail, with return receipt requested, of the business to be considered at least 15 days in advance of said special meeting to all members and alternates.

In the event that written notice cannot be provided because of an emergency need for a special meeting, notification may be made by other means and written notification may be waived by any member, provided that such waiver shall be in writing, signed by the member and provided to the Executive Director on or before the date of the special meeting.

Authority: BD 6/88

Technical Change: 7/92

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8311

GOVERNANCE PROCEDURES
PUBLIC STATEMENTS

Public Statements

NJSBA Executive Committee and Board of Directors members shall abstain from taking any public or legislative position on sources of revenue for school purposes without the prior authorization of the Delegate Assembly.

The intent of this policy is (1) not to alter the present bylaws of the Association which permits the Executive Committee and the Board of Directors to take positions between Delegate Assemblies, and (2) to ensure that the positions reflect the existing policies of the Association.

Authority: DA 5/73-5
DA 5/97 Bylaws (Article VIII, Section 2 and Article VI, Section 8)

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8312

GOVERNANCE PROCEDURES
CONFLICT OF INTEREST

Conflict of Interest

Members of the Board of Directors and Executive Committee shall, in order to avoid potential, actual, or the appearance of a conflict of interest, abstain from any discussion and vote on any action regarding an Association contractor, consultant or vendor with which the member has a personal interest or a direct or indirect financial interest; and shall not be employed by the Association, consistent with these policies, as a contractor, consultant or vendor.

Members of the Board of Directors and Executive Committee shall sign a statement annually stating that they adhere to this policy.

Authority: BD 12/82

Revised: BD 12/89
BD 10/90
BD 3/12

See Also: GO/3300
GO/3323
GO/4118.13
GO/8250
GO/8318

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8313

GOVERNANCE PROCEDURES
REIMBURSEMENT OF EXPENSES
FOR BOARD OF DIRECTORS' MEETINGS

Reimbursement of Expenses for Board of Directors' Meetings

Regular Meetings

All members', alternates' and invited guests' expenses for meals, travel and other expenses as authorized by Association policy, related to regular meetings of the Board of Directors shall be paid by the Association.

Special Meetings

In the event of a special meeting called in accordance with (Article VI, Section 9) of the Bylaws, all members', alternates' and invited guests' expenses for meals, travel and other expenses as authorized by Association policy, related to the special meeting shall be paid by the Association.

All reimbursable expenses shall be paid upon submission of forms provided for that purpose.

All members', alternates' and invited guests' personal expenses related to the above meetings are the individuals' responsibility and will not be paid by NJSBA. These expenses should be separated from NJSBA reimbursable expenses and paid directly by the individual at the time the expense is incurred. In the event personal charges are not paid at the time they are incurred, the Association shall bill each individual for them. Each individual shall be responsible for reimbursement of personal charges within twenty (20) days of billing or will have the billed amount deducted from subsequent vouchers until reimbursed.

Overnight Accommodations

Regular members and alternates of the Board of Directors who are their district's delegate to the Delegate Assembly and who have registered for and attend the Delegate Assembly, scheduled to take place the morning after a regular meeting of the Board of Directors, may request overnight accommodations which shall be paid by the Association.

Authority: BD 6/88
BD 9/92
BD 9/94
BD 10/04

See Also: GO/4133.2
GO/4133.3
GO/4133.4
GO/8260
GO/9251
GO/9256
GO/9259

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8313R

GOVERNANCE PROCEDURES
REIMBURSEMENT OF EXPENSES
FOR BOARD OF DIRECTORS' MEETINGS

Failure to attend NJSBA Program

In the event a Board of Directors member or alternate, including members of the Executive Committee, fails to provide 48 hours notice of cancellation of attendance at an NJSBA governance meeting for which they have registered, the Board of Directors member will be personally charged for all expenses incurred relative to the registration. Additionally, in the event the Board of Directors' member or alternate requests overnight hotel accommodations to attend the NJSBA Delegate Assembly the morning after a regularly scheduled meeting, and the Board of Directors member fails to attend the Delegate Assembly, the Board of Directors' member shall be personally charged for the room.

Exceptions to this regulation may be considered in the event the Board of Directors member or alternate has a personal emergency and the Executive Director has approved the exception.

Issued: October 15, 2004

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8314

GOVERNANCE PROCEDURES
REPORTING OF BOARD OF DIRECTORS' EXPENSES

Reporting of Expenses

An annual report of all in-state and out-of-state expenses of the Board of Directors shall be provided to the Board of Directors no later than the reorganization meeting in September.

An additional annual report identifying any business and lobbying expenses of the Board of Directors shall also be provided to the Board of Directors and the Audit and Finance Committees at the same time.

Authority: BD 6/90

Revised: BD 10/90

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8316

GOVERNANCE PROCEDURES
ANNUAL TRAINING

Board of Directors Annual Training

An annual training program shall be developed and provided for all Board of Directors Members and Alternates, addressing their legal, policy and leadership responsibilities. This training program shall be held at the annual reorganization meeting of the Board of Directors.

Authority: BD 1/91

See Also: GO/8313

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8317

GOVERNANCE PROCEDURES
REMOVAL FROM OFFICE

Removal from Office - Board of Directors

If, on September 30 of each year, the District Board of Education of any Board of Directors member of the Association shall not have paid their assessed dues and therefore shall not be in good standing, said Board of Directors member shall be removed from office, and shall be replaced in accordance with the procedure established in the Bylaws to fill vacancies in office.

If the Board of Directors determines that a board of director member has violated the Code of Conduct, GO/8318, or the Conflict of Interest policy, GO/8312, and the facts known, and in the interest of the association, warrant removal from office, the Board of Directors will act to remove the member from their office. (Article VI, Section 7)

Authority: BD 4/91
BD 3/14

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** 8318R

GOVERNANCE PROCEDURES
BOARD OF DIRECTORS

Code of Conduct

Members of the Board of Directors are required to adhere to NJSBA Conflict of Interest and Code of Conduct policies (GO 8312/GO8318). This is to ensure avoidance of a potential, actual, or appearance of a conflict of interest in any action involving an Association contractor, consultant, or vendor with which the member has a personal interest, or a direct or indirect financial interest.

Accordingly, NJSBA annually requires each member to review these policies and fill out the conflict of interest questionnaire located at GO 8318E. Failure to complete this form and sign the attached certification may subject the member to reprimand, censure, or removal from the Board.

As used in the questionnaire:

"Business" means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, political organization, or other legal entity, but shall not include a local school district or any other public entity.

"Income" for purposes of these rules shall be as defined by the Internal Revenue Service, except as otherwise provided in N.J.S.A. 18A:12-26(a)(1) and also include loans that are not from lending institutions or family members.

"Interest" means the ownership or control of more than 10% of the profits, assets, or stock of a business, but shall not include the control of assets in a labor union.

"Spouse" means the person to whom the BOD member is legally married under New Jersey law and also includes a partner in a civil union couple as established in N.J.S.A. 37:1-33.

Authority: BD 5/12

See Also: GO/8312

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8318E

GOVERNANCE PROCEDURES
BOARD OF DIRECTORS

Code of Conduct/Conflict of Interest

At its Annual Planning Meeting, copies of the Code of Conduct for NJSBA Boards of Directors and other relevant policies shall be distributed. Each member will review the Code of Conduct, fill out the following conflict of interest questionnaire and sign and return the certification below that he/she has read and will adhere to the relevant policies.

Please answer all questions. Attach additional sheets if necessary.

(1) List the name and address of all **business organizations** in which you or your spouse held an interest during the preceding calendar year.

Name of Busn. Organization	Address of Busn. Organization	Name of Interest Holder	Relationship

(2) Are you or your spouse a **party to a contract** with NJSBA or any entity doing business with NJSBA? If so, please set forth:

Name	Relationship	Nature of Contract	District/Charter School

(3) Do you or your spouse **receive income from or have any interest in any business** which is a party to a contract with the NJSBA? If so, list the name of each business.

Name	Relationship	Business	District/Charter School

(4) Are you currently serving in a position or have you accepted appointment to a position in which there may be an ongoing direct conflict of interest with your Board of Directors membership which cannot be cured by abstention?

Name of Busn. Organization	Address of Busn. Organization	Position	Nature of Conflict

I, _____, hereby certify that I have read the attached NJSBA Board of Directors Code of Conduct and conflict of interest policies (GO/8312 **Conflict of Interest**; GO/8318 **Code of Conduct**) and Article VI, Sections 2 and 8 of the NJSBA Bylaws. I further certify that I will adhere to these policies and that this Board of Directors Conflict of Interest Questionnaire contains no willful misstatement of fact or omission of material fact. I further certify that the statements made herein are true, complete and correct to the best of my knowledge and belief.

_____ _____
Director/Alternate Signature Date

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8453

GOVERNANCE PROCEDURES
FINANCE COMMITTEE

Finance Committee

The budget preparation meetings of the Association's Finance Committee shall be open to official Association delegates or their alternates. The Vice President for Finance shall cause to be published in School Board Notes each meeting date at least two weeks in advance of the meeting. Attendance at such meetings by delegates or alternates shall be by written notice to the Association at least one week in advance of the meeting. Delegates or alternates shall attend as observers only; the Finance Committee shall establish rules to allow observers to ask questions.

Authority: DA 1/79 CR Financial

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8456

GOVERNANCE PROCEDURES
MEMBERSHIP ON ASSOCIATION COMMITTEES

Membership on Association Committees

Only members of dues-paying boards are eligible to serve as members of Association committees. As soon as a board falls into arrears, notice shall be sent to both the board and the committee member. If the dues are not paid within 30 days after notice, the President shall appoint a successor to the committee member in accordance with the bylaws.

Should a committee member cease to be a member of a local board of education, his/her service on the committee may continue for the duration of the committee's deliberations, or until the next Delegate Assembly, whichever occurs first. If necessary, and in accordance with the Bylaws, the President shall appoint a successor member to the committee. However, the President may permit a non-board member to continue to serve on a committee if there is a need in the interest of the Association to do so.

All board members from boards in good standing shall be eligible to be appointed to any Association committee and shall be appointed by the President in a manner that is representative of our membership. Board members may only be appointed to one ad hoc committee at a time.

To ensure that the number of board members participating in committee activities is broad and continually enlarging, the Executive Director shall establish procedures to assist in identifying interested and eligible board members for service on ad hoc committees.

Authority: BD 3/78
BD 12/89
BD 9/92
BD 9/94

See Also: Bylaws Article X

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8456R

GOVERNANCE PROCEDURES
MEMBERSHIP ON ASSOCIATION COMMITTEES

Membership on Association Committees

A. Identifying Candidates

1. NJSBA will post a committee interest survey on the Association website asking board members to indicate areas of general interest. The survey will also request information about their experience and background that caused them to check the particular areas.

2. When committees are established--either by Delegate Assembly or Board of Directors' action-- the President will ask the Executive Director for a suggested list of committee members.

3. Once candidates are identified as showing an interest in specific subjects, additional input will be sought from the following sources.

   a. County Presidents
   b. Board of Directors
   c. Executive Committee members
   d. Field Service Representatives
   e. Other NJSBA staff

Once this procedure has been completed, these names will be forwarded to the President for a final decision. Final selection shall be made by the Association President based on the particular needs of the committee.

4. To ensure that the number of board members participating in committee activities is broad and continuously enlarging, board members currently serving on Association ad hoc committees would not be eligible for selection to a new committee, except as chairperson if their particular background or experience made them especially valuable. In addition, board members who have served on an Association ad hoc committee within the past two years will not be appointed to a new committee.

B. Contacting Identified Candidates to Determine Willingness to Serve

Any staff member calling a local board member to determine interest in serving will follow the protocol below:

1. Speak directly to the candidate stating that the Board Member Survey, completed by the member, indicated a desire to participate on Association committees dealing with a specific issue.

2. Indicate that as a staff member to the Association, he/she was instructed to contact the identified candidate to determine current status and willingness to commit the time necessary to serve on a specific committee.

3. Describe to the candidate the frequency of committee meetings during the year, the time and location of these meetings, the Association policies for reimbursement of expenses, and the expected outcome/charge of the committee.

4. Ask the board member to provide us with a decision within five days, as to whether he/she would like his/her name submitted for possible appointment.

5. Advise the candidate that all decisions regarding final selection to the committee are the privilege of the President.

6. Inform the candidate that a follow-up call will be made to him/her following the President's final selection.
7. Stress that this is an inquiry, not a final selection notification. Formal notification will come in a written communication to each one.
8. Ask the candidate if there are any circumstances which the President should know about regarding his/her ability to serve. This information, including the recommendation by the staff member, should be forwarded to the President for final determination and selection.

C. Committee Meetings

1. All committee meetings are scheduled on an as needed basis with consideration of members' schedules. Meal arrangements are planned based on the attendance of each member. All members are contacted prior to the meeting date to confirm their attendance.
2. Any member who cancels less than 48 hours prior to a meeting, causing the Association to incur out of pocket expenses, will be billed for those expenses unless the Executive Director or designee exempts the charge because of an emergency situation. Any member who is a no-show to a committee meeting will be billed the cost of the meal he/she ordered and will be billed for prearranged, guaranteed overnight accommodations.

D. Length of Appointment

1. The Association has both standing and ad hoc committees to study and/or keep abreast of issues important to the membership, the education community and the public.
2. Certain appointment terms to standing and/or ad hoc committees are delineated in the Bylaws Article X. In no instance shall an appointment be longer than specified in the Bylaws. The term shall commence from the month of the appointment, unless otherwise specified.
3. The term of appointment for the School Finance Committee, Urban Boards Committee, Special Education Committee, and Standards and Assessment Committee shall be one year running from June 1 to May 31 of the following year.
4. The term of each committee member shall be noted on the committee list.

E. Committee Resource Persons

1. Upon recommendation and approval of NJSBA staff, a committee may invite resource persons to assist the committee in performing its role. Resource persons need not be members of boards of education, but must possess particular expertise/experience or insight in the subject area that is the focus of the committee's work.
2. Generally, a committee will obtain assistance from a resource person through email and telephone correspondence. However, a committee may believe its best interests will be served by having the resource person(s) attend the meeting. In such a case, a resource person may be reimbursed by NJSBA for attendance-related costs only where the resource person is pre-authorized to attend by specific invitation. This invitation may occur only if there is a particular issue to be addressed at that meeting that calls upon the resource person's identified expertise.

Issued: BD 9/93

Revised: July 6, 1994

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS **FILE CODE:** GO/8456R

GOVERNANCE PROCEDURES
MEMBERSHIP ON ASSOCIATION COMMITTEES

May 17, 1995
March 8, 1996
September 11, 1998
May 2007
March 2008
May 2009
May 2010

See Also: GO/8454
GO/9452
GO/9453
GO/9456
GO/9457
GO/9458

Governance Calendar

DELEGATE ASSEMBLY

November 21, 2026

May 15, 2027

Unless otherwise indicated, Delegate Assemblies begin at 9 a.m.

BOARD OF DIRECTORS

August 20, 2026

November 13, 2026

January 29, 2027

March 19, 2027

May 7, 2027

Unless otherwise indicated, Board of Directors meetings begin at 7 p.m.

EXECUTIVE COMMITTEE

August 20, 2026

November 13, 2026

January 29, 2027

March 19, 2027

May 7, 2027

Unless otherwise indicated, Executive Committee meetings begin at 5 p.m.

AUDIT COMMITTEE

September 17, 2026

January 28, 2027

March 18, 2027

May 6, 2027

Unless otherwise indicated, Audit Committee meetings begin at 3 p.m.

LEGISLATIVE COMMITTEE

October 3, 2026

December 12, 2026

March 13, 2027

June 5, 2027

Unless otherwise indicated, Legislative Committee meetings begin at 9 a.m.

NJSBA WORKSHOP 2026

October 19-22, 2026

Monday, Tuesday, Wednesday & Thursday

Atlantic City Convention Center

Organization Relationships

RELATIONSHIPS WITH OTHER ORGANIZATIONS

LEADERSHIP FOR EDUCATIONAL EXCELLENCE (LEE) A coalition of public education associations. Presidents and executive directors of the member groups meet five times a year to discuss issues of common interest. Position papers may be developed for presentation to the Governor, legislature, or State Board of Education. Members are:

New Jersey Association of School Administrators
www.njasa.net

New Jersey Association of School Business Officials
www.njasbo.org

New Jersey Education Association
www.njea.org

New Jersey Parent Teacher Association
www.njpta.org

New Jersey Principals and Supervisors Association
www.njpsa.org

New Jersey School Boards Association
www.njsba.org

The NJSBA Executive Committee and Executive Director maintain lines of communications and coordinate efforts on issues of mutual benefit with the members or officers and executive directors of the following groups:

New Jersey State Board of Education
www.state.nj.us/njded.sboe

New Jersey Association of School Administrators

New Jersey Association of School Business Officials

New Jersey Education Association

New Jersey Parent Teacher Association

New Jersey Principals and Supervisors Association

New Jersey Schools Insurance Group
www.njsig.org

NEW JERSEY DEPARTMENT OF EDUCATION *www.nj.gov/education* The NJSBA covers all meetings of the State Board of Education. In addition, the NJDOE frequently includes local board of education members on most committees they establish in order to study educational issues relevant to public education and the children of New Jersey. The NJSBA also covers meetings of the School Ethics Commission.

Ammendment Dates

ADOPTED JANUARY 27, 1973 AND MARCH 10, 1973

Amended May 10, 1975
Amended May 8, 1976
Amended December 10, 1977
Amended October 26, 1978
Amended June 9, 1979
Amended October 26, 1979
Amended January 26, 1980
Amended June 14, 1980
Amended December 5, 1981
Amended June 12, 1982
Amended December 4, 1982
Amended June 9, 1984
Amended December 14, 1985
Amended June 14, 1986
Amended December 13, 1986
Amended June 13, 1987
Amended June 10, 1989
Amended June 8, 1991
Amended December 7, 1991
Amended June 6, 1992
Amended December 12, 1992
Amended December 11, 1993
Amended June 11, 1994
Amended December 10, 1994
Amended June 10, 1995
Amended May 17, 1997
Amended November 22, 1997
Amended November 14, 1998
Amended November 18, 2000
Amended May 19, 2001
Amended November 17, 2001
Amended November 16, 2002
Amended November 22, 2003
Amended May 14, 2005
Amended November 18, 2006
Amended May 13, 2009
Amended November 20, 2010
Amended May 14, 2011
Amended May 19, 2012
Amended May 18, 2013
Amended November 16, 2013
Amended May 17, 2014
Amended May 16, 2015
Amended December 10, 2016
Amended May 17, 2019
Amended December 2, 2023
Amended December 7, 2024

NJSBA Bylaws

Article I: Authority

SECTION 1: AUTHORITY

The New Jersey School Boards Association, hereinafter called the "Association," was established by the New Jersey Legislature as a body corporate and politic, to which all boards of education of the various school districts in the State shall be members. *N.J.S.A.* 18A:6-45 *et. seq.*

Article II: Powers and Duties

SECTION 1: POWERS AND DUTIES

The New Jersey School Boards Association, a federation of district boards of education, advocates, trains, and provides resources for the advancement of public education in New Jersey. The Association may investigate such subjects relating to education in its various branches as it may think proper, and it shall encourage and aid all movements for the improvement of the educational affairs of this state. *N.J.S.A.* 18A:6-47

Article III: Membership

SECTION 1: REGULAR MEMBERS

The regular members of the Association shall consist of all of the district boards of education in the state of New Jersey in good standing.

SECTION 2: GOOD STANDING

For purposes of these bylaws, a regular, affiliate, or associate member of the Association shall be considered in good standing when such member shall have paid the appropriate dues for the then current, and any prior fiscal year.

SECTION 3: AFFILIATE MEMBERS

Any public education agency, organization or commission established under *N.J.S.A.* 18A that has as its purpose the provision of services, programs or assistance to district boards of education in the delivery of public education to the students of New Jersey, and which is governed by a body consisting of at least one representative of a district board of education, shall be eligible for affiliate membership of the Association without the power of vote. Such members shall pay annual membership dues and receive such privileges as established by the Board of Directors, but not to include the privilege of voting at any meeting of the Association or Board of Directors.

SECTION 4: ASSOCIATE MEMBERS

Interested persons or common interest groups may become associate members of the Association without the privilege of voting at any meeting of the Association or Board of Directors. "Interested persons or common interest groups" shall be identified by the Board of Directors. Such associate members shall pay annual membership dues and receive such privileges as established by the Board of Directors.

SECTION 5: LOSS OF MEMBERSHIP RIGHTS

Regular members not in good standing as defined in section 2 of this article shall be denied membership rights in accordance with Article IV, Section 8 and Article VI, Section 2. In addition the Board of Directors is authorized to identify additional membership rights that may be denied to regular, affiliate and associate members not in good standing.

Article IV: Delegate Assembly

SECTION 1: DELEGATE ASSEMBLY

The Delegate Assembly shall be the major policymaking body of the Association. The delegates to the Association shall assemble and meet periodically in accordance with these bylaws.

SECTION 2: DELEGATES

Each district board shall be represented in the Association by one delegate or alternate, who shall be a voting member of such district board and who shall be elected or appointed in such manner, and for such term, as may be determined by his or her district board. State-operated school districts shall be represented by a delegate and alternate selected from among the members of the state-operated district board of education appointed pursuant to the statutes governing state-operated school districts. The delegates and alternates from state-operated school districts need not be voting members of the state-operated district board of education and shall be elected or appointed in such manner, and for such term, as may be determined by the state-operated district board of education. The selection of the delegates and alternates shall be made at the annual organizational meeting of each district board of education or, in the case of a state-operated school district, as soon as practicable after the creation of the district and the appointment of the state-operated district board of education.

SECTION 3: CERTIFICATION OF DELEGATES

Each district board shall certify in writing to the executive director of the Association the names of its delegate and alternate within 30 days after their selection and no later than four days prior to the Delegate Assembly. If a district board fails to comply with this procedure, fails to select a delegate or alternate, or in the event that the delegate and alternate are unable to serve, any member of the district board may be certified as an acting delegate upon presentation of a statement on district board letterhead, signed by the board secretary, indicating that the individual is a voting member of the district board and has been given authority to serve as the acting delegate. If no such letter is available, then any member of the district board may be certified as an acting delegate upon execution on site of a certification indicating that the individual is a voting member of the district board and has been given authority to serve as the acting delegate.

A certified delegate may represent, and vote on behalf of, only one board of education.

SECTION 4: REGULAR DELEGATES MEETINGS

There shall be two regular meetings of the delegates to the Association in each year, which shall be held in the months of October/November/December and May/June, at a time and place to be determined by the Board of Directors. In the event an emergency exists, which makes it infeasible to schedule a meeting in one of the stated months, or in the event of an emergency which requires cancellation of an already scheduled meeting, the Board of Directors shall fix the time for said meeting no later than January, for a meeting which would have been held in October/November/December, and no later than July, for a meeting which would have been held in May/June, and the business of the regular meeting shall be conducted at that time.

SECTION 5: ANNUAL MEETING

The May/June meeting of the delegates shall be deemed the annual meeting of the Association.

SECTION 6: SPECIAL DELEGATE MEETINGS

Special meetings of the delegates shall be called upon the request of the president, or of the Board of Directors, or upon written request signed by 50 delegates representing at least 11 counties of the state, provided written notice of the business to be considered shall be given to all district boards of education at least 15 days prior to the date of said meeting.

SECTION 7: VOTING AND SPEAKING PRIVILEGES

a. Voting and speaking privileges shall be accorded only to delegates who have been certified in writing to the Association.

b. Past presidents of the Association, members of the Board of Directors of the Association, the president or other designee from a county school boards association, and members of the Association staff shall be accorded speaking privileges only. A past president, a member of the Board of Directors or the president or designee from a county school boards association shall be accorded voting privileges if he or she is the certified delegate of his or her local board of education.

c. Any other person may be accorded speaking privileges, upon request thereto made by a delegate and approved by a majority vote of the delegates present and voting.

SECTION 8: EXCEPTION TO VOTING AND SPEAKING PRIVILEGES

Delegates from local boards that are not in good standing shall not have speaking and voting privileges. The executive director shall send letters to all boards of education in arrearage, at least 60 days in advance of delegates meetings, stating that they will not have speaking and voting privileges unless dues are paid in advance of the delegates meeting.

SECTION 9: QUORUM; ADJOURNED MEETINGS

Fifty delegates representing at least 11 counties of the state shall constitute a quorum for the transaction of business at all meetings of the delegates of the Association. In case less than a

quorum is present at any meeting, or in case the delegates are unable to complete the agenda of any regular or special meeting, the meeting shall be adjourned to a day certain or to a date set by the Board of Directors or Executive Committee at least 15 days hence, provided that 15 days notice of such adjourned meeting shall be given to all district boards of education. The Board of Directors or the Executive Committee shall be authorized to set the date of such adjourned meeting, and the business of the adjourned meeting shall be conducted at that time provided a quorum is present.

SECTION 10: DELEGATE VOTES

At any regular or special meeting of the delegates each certified delegate shall be entitled to one vote.

SECTION 11: MANNER OF VOTING

Voting shall be done by showing of credentials. Roll call votes shall not be permitted, except that a roll call vote by county may be taken to determine the presence of a quorum.

Article V: Resolutions

SECTION 1: PURPOSE OF PROCEDURES

The object of the resolutions procedure is to promote an orderly and democratic process for delegate action and to ensure that proper research be conducted prior to delegate action so that the delegates shall have as much pertinent information available as possible to aid them in their decisions.

SECTION 2: SOURCE OF RESOLUTIONS AND BYLAW AMENDMENTS

Resolutions and bylaw amendments may be submitted to the Resolutions Subcommittee for forwarding to the delegates for action at any regular or special meeting of the delegates by:

a. Any local board of education in New Jersey that is a member in good standing of the Association. Such resolution and bylaw amendment must be adopted by a majority vote of such board of education at any meeting prior to its submission to the Association;

b. Any county school boards association. Such resolution and bylaw amendment must be adopted by a majority vote of the membership or executive committee of such county association at any meeting prior to its submission to the Association;

c. The Board of Directors of the New Jersey School Boards Association. Such resolution and bylaw amendment must be adopted by a majority vote of that board at any meeting prior to its submission to the Association;

d. Any committee of the New Jersey School Boards Association. Such resolution and bylaw amendment must be germane to the committee's charge and must be adopted by a majority vote of such committee at any meeting prior to its submission to the Association; and

e. The Executive Committee of the New Jersey School Boards Association may submit an emergency resolution pursuant to Section 7c of this article. Such resolution must be adopted by a majority vote of such committee at any meeting prior to its submission to the Association.

SECTION 3: RESOLUTIONS SUBCOMMITTEE REPORT

a. As long as permitted by business demands, the Resolutions Subcommittee shall prepare a report and submit it no less than 21 days in advance of each meeting of the delegates to each local board of education. The report shall include:

   (1) A complete statement of all resolutions and proposed bylaws amendments received by the subcommittee;

   (2) A complete statement of all action taken by the Resolutions Subcommittee and the reasons therefore;

   (3) Background materials on each resolution and proposed bylaws amendment which is to be presented to the Delegate Assembly for action; and

   (4) Recommendations for action on the resolutions which are presented to the Delegate Assembly, except as provided in subsection "c" of this section.

b. The Resolutions Subcommittee shall periodically review Association policies, in accordance with criteria developed by the Board of Directors, and shall make recommendations to the delegates concerning whether existing policies should be reaffirmed, reaffirmed with modifications, or deleted.

c. The Resolutions Subcommittee shall not offer recommendations for action with respect to resolutions which address an issue on which the Legislative Committee has already taken a position. The Resolutions Subcommittee shall provide a background report on such resolutions.

SECTION 4: CONSULTATION

The Resolutions Subcommittee shall, upon request, extend to each body that has submitted a resolution an opportunity to appear before the subcommittee or subcommittee thereof to present the resolution. The rules for the conduct of these appearances shall be promulgated by the Resolutions Subcommittee.

SECTION 5: DUTIES AND AUTHORITY OF RESOLUTIONS SUBCOMMITTEE

In order to expedite the consideration of resolutions by the delegates, the Resolutions Subcommittee shall prepare a resolutions agenda and shall be authorized as follows:

a. In the event a resolution is submitted in improper form or is unclear in intent, to amend the resolution or to substitute a new resolution on the resolutions agenda;

b. In the event a resolution is similar to other resolutions already submitted, to combine resolutions or remove some from the agenda in favor of others;

c. In the event a resolution calls for action beyond the scope of the Association's charter, to remove the resolution from the agenda;

d. In the event a resolution calls for action which had been considered by the delegates at the preceding meeting of the Association and changes in the educational scene since that time are found to be insufficient to cause a re-evaluation of the issue, to remove the resolution from the agenda;

e. In the event a resolution calls for action on an issue which has become moot prior to the Delegate Assembly at which it is to be presented, to remove the resolution from the agenda; and

f. In the event a resolution calls for action which would constitute a reaffirmation of existing Association policy, to remove the resolution from the agenda.

Provided, that none of the foregoing authorized actions of the Resolutions Subcommittee shall be taken except upon a two-thirds affirmative vote of those present and voting.

The Resolutions Subcommittee shall also include in the agenda any bylaw amendments received by the Association, consistent with the procedures set forth in Article XII, Section 3 of these bylaws.

SECTION 6: OVERRIDE OF RESOLUTIONS SUBCOMMITTEE

Action taken by the Resolutions Subcommittee pursuant to Section 5 of this article may be overridden upon motion and affirmative majority vote of the delegates assembled provided that notice of intent to make a motion to override the Resolutions Subcommittee is received at the Association office no later than 10 days prior to the Delegate Assembly. The motion to override Resolutions Subcommittee action may be made only during the time set forth in the meeting agenda, which shall be after the consideration of emergency resolutions and prior to delegate action on regular resolutions. The motion to override must state specifically the remedy sought by the moving party. The motion to override action taken by the Resolutions Subcommittee shall not be subject to debate except that both the maker of the motion and the chairperson of the Resolutions Subcommittee shall be given three minutes to address the delegates concerning the motion.

SECTION 7: PROCEDURES

a. Timing: Resolutions and bylaw amendments to be considered at ether regular or special meetings of the delegates shall be received at the Association office no later than 65 days prior to the meeting. At least 90 days before the foregoing date, the executive director shall make known to all district boards of education the last date for submitting resolutions and bylaw amendments.

b. Form of Resolutions: The executive director shall make available to all district boards of education resolution forms. These forms shall set forth the proper resolution format.

c. Emergency Resolutions: The Emergency Resolutions Subcommittee shall review all resolutions submitted by a duly authorized body after the cutoff date and no later than 10 days prior to the Delegate Assembly, and shall accept for

agenda placement all emergency resolutions which it determines are of such urgency and importance that they merit consideration by the delegates. Resolutions not accepted for placement on the agenda by the Emergency Resolutions Subcommittee shall be referred to the Resolutions Subcommittee for review prior to the next delegates meeting in accordance with these bylaws. Emergency resolutions that are placed on the resolutions agenda shall be acted upon by the delegates prior to consideration of regular resolutions in the order determined by the Emergency Resolutions Subcommittee. Copies of emergency resolutions that are placed on the resolutions agenda shall be mailed to all district boards of education. Decisions of the Emergency Resolutions Subcommittee with respect to placement of emergency resolutions on the resolutions agenda are specifically not subject to override as outlined in Section 6 of this article.

The Chairperson of the Emergency Resolutions Subcommittee shall deliver a report at each delegates meeting. The report shall include:

(1) A complete statement of all emergency resolutions received by the subcommittee;

(2) A complete statement of all action taken by the subcommittee and the reasons therefore;

(3) Background information on each emergency resolution which is to be presented to the delegates meeting for action; and

(4) Recommendations for action on the emergency resolutions which are presented to the delegates meeting. However, the Emergency Resolutions Subcommittee shall not review the recommendation of emergency resolutions submitted by the Board of Directors.

Article VI: Board Of Directors

SECTION 1: REGULAR MEMBERS

There shall be a Board of Directors consisting of the officers of the Association, and 26 members as follows:

a. One from each county of the state, who shall be elected by the district boards of education acting through the school boards association of each county;

b. Three members elected by the members of the Urban Boards Committee, provided that no member elected pursuant to this subsection may be a member of a local board on which another member of the Board of Directors already serves;

c. One member who shall be appointed by the president with the advice and consent of the Board of Directors, and who shall be a member of a county vocational board of education, provided that no member appointed pursuant to this subsection may be a member of a local board on which another member of the Board of Directors already serves;

d. One member elected by the members of the County Association Leadership, provided that no member elected pursuant to this subsection may be a member

of a local board on which another member of the Board of Directors already serves; and

e. Any board of education member who is elected as an officer or board of directors member of the National School Boards Association, and whose district board of education is in good standing with the Association, may also serve as a nonvoting member of the Board of Directors for the duration of his or her NSBA term of office.

SECTION 2: QUALIFICATIONS

a. Each member of the Board of Directors other than the executive director shall be a member of a district board of education in good standing with the Association, which board shall have paid its dues in accordance with Article IX, Section 1 of these bylaws. At the next meeting of the Board of Directors, by a two-thirds vote of the members present and voting, the Board of Directors may extend this period to the next following Board of Directors meeting. A Board of Directors member, whose board has not paid its dues by the extended date, as approved, must be replaced on the Board of Directors pursuant to Section 7 of this Article to fill his or her unexpired term.

b. If a member of the Board of Directors other than an officer shall cease to be a member of his or her district board of education, he or she shall remain a member of the Board of Directors until the next meeting of the authority which appointed him or her or, in the case of the county vocational representative appointed by the president, until the next Board of Directors meeting. His or her successor shall be elected or appointed pursuant to Section 7 of this Article to fill his or her unexpired term.

c. In the event a member of the Board of Directors, other than an officer, submits the appropriate filing to be elected to a partisan political office as a member of a municipal or county governing body (e.g., mayor, town council, county freeholder), or state or federal office, or assumes the chair of a county or state party, his/her membership on the Board of Directors shall immediately cease. In the event the member doesn't assume the office sought s/he may be appointed to the Board of Directors during the next cycle consistent with these Bylaws.

In the event that a director shall be removed, by law, from membership on the local board of education for reasons other than seeking an elected office, his/her term as a director shall immediately cease upon said removal. In the event that a director shall accept a position in which there may be an ongoing direct conflict of interest, his/her term as a director shall immediately cease upon a determination by the Board of Directors that said appointed position constitutes an ongoing direct conflict of interest, which cannot be cured by abstention. The Board of Directors may request that the Ethics Committee review and issue nonbinding recommendations concerning potential conflicts of interest or allegations of misconduct on the part of Board of Directors members and officers.

SECTION 3: TERM OF BOARD OF DIRECTORS AND ALTERNATES

a. Regular members of the Board of Directors other than officers shall be elected or appointed for a term of three years. No person may be elected or appointed

to the Board of Directors for more than two full consecutive three-year terms. Where an individual is appointed or elected to complete an unexpired term, that period of service shall not be considered in applying the term limitations set forth in this section.

b. Alternates shall be selected as set forth in Section 5 of this Article and shall serve for a three-year term, which coincides with that of Board of Directors members for which they are alternates. Notwithstanding this provision, an alternate elected or appointed after June 1995 shall not serve a full three-year term if the term of the Board of Directors member will expire before three years from the alternate's appointment or election.

No person may be elected or appointed as an alternate for more than two full consecutive three-year terms. When an individual is elected or appointed to complete an unexpired term, that period of service shall not be considered in applying the term limitations set forth in this section.

c. No former Board of Directors members may be elected or appointed as alternates until at least one three-year term has elapsed between the expiration of their term as a Board of Directors member and their election or appointment as alternates.

SECTION 4: ORGANIZATION MEETING

The Board of Directors shall organize as soon as conveniently possible after the annual meeting of the delegates and shall adopt such policies to govern its affairs as it shall consider necessary or advisable, provided the same are not inconsistent herewith.

SECTION 5: ALTERNATES; ABSENCES

There shall be one alternate for each director, selected in the same manner as the director by the same authority. The alternate shall act for the director in the absence of the director. If any director and alternate find it impossible to attend any meeting of the Board of Directors, his/her place may be filled for the meeting by action of the president or chair of the school boards association of the county concerned or the chair of the Urban Boards Committee or by the president of the Association, as the case may be, in which event the appointing authority shall cause to be conveyed to the executive director of the Association due notice in writing of the substitution. The qualifications for alternates and substitutes shall be the same as for directors.

SECTION 6: EXCESSIVE ABSENCES

In the event that a seat on the Board of Directors is not represented by the official representative or his or her alternate for three or more consecutive regularly-scheduled meetings of the board, and the Board of Directors determines that the member and alternate have been absent without good cause, the Board of Directors may, by a majority vote of those present and voting, declare that seat vacant and forthwith notify the appointing or electing authority of the vacancy, which shall be filled pursuant to Section 7 hereof.

SECTION 7: VACANCIES

Vacancies among the members of the Board of Directors shall be filled for the unexpired term in the same manner and by the same authority by which the original appointment was made.

SECTION 8: DUTIES AND AUTHORITY

The Board of Directors shall:

a. Implement the purposes of the Association and exercise general supervision over its affairs, between meetings of the delegates;

b. Review adopted resolutions periodically for the purpose of determining whether the purpose or purposes of the resolutions have been accomplished or the policies therein set forth have been modified by the adoption of subsequent resolutions;

c. Typify, by example, the ideal functioning of a policymaking body;

d. Implement policies and programs adopted at meetings of the Association, which implementation shall be consistent with the beliefs and policies set forth by the Delegate Assembly and these bylaws;

e. Be authorized to adopt policies on educational issues for the Association, between meetings of the delegates, provided that such policies:

   (1) Do not contravene the beliefs and policies set forth by the Delegate Assembly and these bylaws; and

   (2) Are adopted by a two-thirds vote of the members present and voting.

f. Adopt such rules and regulations for the conduct of its business as it shall deem advisable;

g. Appoint an executive director, and approve the contract covering all terms and conditions of employment of the executive director by a majority vote of the full membership of the Board of Directors;

h. Adopt an annual budget and approve the annual audit of the Association;

i. Be authorized to transact the business of the Association and enter into contracts on behalf of the Association;

j. Adopt policies on the appointment and discharge of personnel;

k. Be authorized to receive federal, state, foundation and private source moneys and to expend such funds for projects, activities and services, as it shall deem appropriate, within the scope of the Association's mission;

l. Provide leadership to local boards and generate resolutions on problems in public education in New Jersey and in the United States; and

m. Adopt a biannual legislative agenda and advocacy action plan upon the recommendation of the Legislative Committee.

SECTION 9: MEETINGS AND QUORUM

a. The Board of Directors shall hold regular meetings at least four times per year on dates and times to be fixed by the Board.

b. The Board of Directors shall meet in special session at the call of the president or upon the written request of at least one-third of its members, provided that all members of the board shall be served written notice of the business to be considered at least 15 days in advance of said special session, by certified or registered mail, with return receipt requested. The foregoing notice may be waived

by any member, provided that such waiver is in writing signed by the member.

c. A majority of the full Board of Directors shall constitute a quorum for the transaction of business.

d. Any regular meeting of the Board may be adjourned to a date certain by a majority of those present and entitled to act, provided a quorum is present. No special session of the board may be adjourned.

Article VII: Officers: Qualifications And Election

SECTION 1: OFFICERS

The officers of the Association shall be a president, vice president for finance, vice president for legislation/resolutions, vice president for county activities, and the immediate past president.

SECTION 2: QUALIFICATIONS AND TERMS OF OFFICERS

a. The president and the three vice presidents shall be elected from among the members of the district boards of education in good standing, which boards must be in good standing at the time an individual is nominated for an officer position and at the time he or she takes office. In addition to having served one full term as a board member prior to their election to office, candidates will have qualified for and received the Certified Board member (CBM) qualification as set forth in the NJSBA's governance and Operations Manual (GO). Those officers elected for full two-year terms at a regular election shall hold office until the conclusion of the second annual meeting of the Association succeeding the date of their election, and until their respective successors are elected and shall have qualified.

In the event that an officer's district board of education fails to pay its dues in accordance with Article IX, Section 1 of these bylaws, the officer's term shall immediately cease and his or her successor shall be selected in accordance with the procedures described in Article VII, Section 7. The Board of Directors, by a two-thirds vote of the members present and voting, may extend this period pursuant to Article VI, Section 2a to the next following Board of Directors meeting.

b. If any of the foregoing officers shall cease to be a member of a district board of education, his or her term as an officer shall immediately cease and his or her successor shall be selected in accordance with the procedures described in Article VII, Section 7. In the event the president ceases to be a member of his/her district board of education 60 days or less prior to the second annual meeting of the Association succeeding the date of his/her election, subject however to subsection c of this section, he/she shall remain in office until his/her successor is elected.

c. In the event an officer assumes an elected office as a member of a municipal or county governing body that would, by operation of law, cause his local board membership to immediately cease (i.e., mayor, town council, county freeholder), his/her term as an officer shall immediately cease upon being sworn in to said elected office. In the event that an officer should be removed,

by law, from membership on the local board of education for reasons other than assumption of elected office, his/ her term as an officer shall immediately cease upon said removal. In the event that an officer shall accept a position in which there may be an ongoing direct conflict of interest, his or her term as an officer shall immediately cease upon a determination by the Board of Directors that said appointed position constitutes an ongoing direct conflict of interest, which cannot be cured by abstention. A successor shall be elected or appointed according to the procedures outlined in Article VII, Section 7.

d. The executive director shall be selected by the Board of Directors and need not qualify as a member of a district board of education. The immediate past president need not qualify as a member of a district board of education, but shall be subject to subsection c of this section.

SECTION 3: LIMITATIONS ON OFFICE

No person may be elected by the delegates to the office of president for more than one two-year term. No person may be elected by the delegates to the office of vice president for more than three full consecutive two-year terms. Where a person is elected or appointed president or vice president to fill the balance of an unexpired term, such service shall not be considered in applying the term limitations set forth in this section.

SECTION 4: ELECTION OF OFFICERS

The election of the president and three vice presidents of the Association shall be held at the annual meeting in odd-numbered years. Special elections shall be held as set forth in Article VII, Section 7 when necessary to select a successor to complete the term of an officer who ceased to be a member of a district board of education, or who resigned his officer position, or who was removed by the Board of Directors pursuant to Article VII, Section 2c. The procedures set forth below shall be followed in conducting all elections:

a. In case there shall be more than one candidate for any elected office, voting for such office shall be by secret ballot and the candidate receiving a majority vote of those voting shall be declared elected. In the event no candidate receives a majority vote, then there shall be a run-off election by secret ballot between the candidates receiving the two highest number of votes; and

b. No person shall be nominated for more than one office during any election of officers.

SECTION 5: REPORT OF NOMINATING COMMITTEE

a. **Regular Election**

(1) In odd-numbered years, the Nominating Committee hereinafter established shall prepare a report for the annual meeting naming one candidate for each of the offices of president, vice president for finance, vice president for legislation/resolutions, and vice president for county activities, to be voted upon at the next regular election. No candidate shall be nominated unless he or she has previously served one full term as a board member prior to his/her election to office. No person who serves on the Nominating Committee may be nominated as a candidate

for office at the forthcoming election. In the event that the Nominating Committee determines that no qualified candidates exist for a position, it may opt not to nominate a candidate for that position, in which case candidates shall be nominated only by petition.

(2) The committee shall furnish a certified copy of its report to the executive director not less than 80 days prior to a regular election. The Nominating Committee shall also file the written consent of the candidates for nomination. The report of the Nominating Committee shall be submitted to the district boards of education at least 70 days in advance of the regular election.

(3) In the event a candidate nominated by the Nominating Committee becomes unable to serve, the Nominating Committee, at the call of its chair, shall select an alternate candidate and forthwith submit to the district boards of education its amended report.

b. **Special Election**

(1) The Nominating Committee shall reconvene as necessary to select a candidate for each office, which must be filled by a special election.

(2) The Nominating Committee shall prepare a report naming one candidate for each office, which must be filled at a special election or which will need to be filled at a special election in the event an officer fails to be reelected or reappointed to his or her district board of education prior to the annual meeting in the odd-numbered year. No candidate shall be nominated unless he or she has previously served one full term as a board member prior to the candidate's election to office. No person who serves on the Nominating Committee may be nominated as a candidate for office at the forthcoming election. In the event that the Nominating Committee determines that no qualified candidates exist for a position, they may opt not to nominate a candidate for that position, in which case candidates shall be nominated only by petition.

(3) The Nominating Committee shall furnish a certified copy of its report to the executive director not less than 12 days prior to the special election. The Nominating Committee shall also file the written consent of the candidates for nomination. The report of the Nominating Committee shall be submitted to the district boards of education at least eight days in advance of the special election.

SECTION 6: NOMINATION BY PETITION

a. **Regular Election**

(1) Candidates may be nominated by petition, signed by at least 10 members from at least five different district boards of education, and filed with the executive director at least 45 days prior to the regular election. No candidate may be nominated unless he or she has previously served one full term as a board member prior to his/her election to office. The written consent of the candidate for nomination

must be filed with the executive director within the same time limit. This time limit shall be waived in the event of an emergency resignation of a candidate previously nominated by the Nominating Committee or by petition.

(2) The signatures need not all appear upon a single petition and any number of petitions may be filed on behalf of any candidate, but no petition shall contain the name of more than one candidate. No person who serves on the Nominating Committee may be nominated by petition as a candidate for office at the forthcoming election.

(3) Petitions may not be obtained or circulated prior to the Nominating Committee submitting its certified copy of its report to the executive director.

(4) A report of all candidates nominated by petition shall be submitted to the district boards of education at least 40 days in advance of the regular election.

b. **Special Election**

(1) Candidates may be nominated by petition, signed by at least 10 members from at least five different boards of education and filed with the executive director at least 11 days prior to the special election. No candidate may be nominated unless he or she has previously served one full term as a board member prior to his/ her election to office. The written consent of the candidate for nomination must be filed with the executive director within the same time limit. This time limit shall be waived in the event of an emergency resignation of a candidate previously nominated by the Nominating Committee or by petition.

This time limit may be shortened for a special election where it is not possible to give to all district boards of education the advance notice specified herein, and to allow a reasonable time for circulation of a petition.

Petitions may not be obtained or circulated prior to the Nominating Committee submitting its certified copy of its report to the executive director.

(2) The shortened time period shall be stated in the announcement of the vacancy. The signatures need not all appear upon a single petition and any number of petitions may be filed on behalf of any candidate, but no petition shall contain the endorsement of more than one candidate. No person who serves on the Nominating Committee may be nominated by petition as a candidate for office at the forthcoming election.

(3) A report of all candidates nominated by petition shall be submitted to the district boards of education at least eight days in advance of the election. Should a shortened time period as set forth in subparagraph (2) above be used, the report shall be submitted to the district boards of education within four days of shortened filing deadline.

SECTION 7: VACANCIES IN OFFICE; INTERIM APPOINTMENTS

Whenever an officer resigns his or her position with the Association, or whenever an officer's term ceases because he or she is no longer a member of a district board of education or has been removed by the Board of Directors pursuant to Article VII, Section 2c, the resulting vacancy, except for a vacancy in the position of immediate past president, shall be filled for the balance of the unexpired term in accordance with the following procedures. A vacancy in the position of immediate past president shall not be filled.

a. A special election to fill a vacancy in an officer position for the balance of the unexpired term shall be held at the next regular meeting of the delegates following the occurrence of the vacancy, provided that the executive director has notice at least 25 days in advance of that meeting that a vacancy exists, or will exist, on the date of the meeting.

b. During the period between the occurrence of the vacancy and the election of a successor, the duties of the officer position shall be performed as follows:

   In the case of a vacancy in the presidency, the immediate past president shall perform the duties of the presidency. In the event that the immediate past president position is vacant, the duties of the president shall be performed by the most senior vice president, as defined in Article VIII, Section 9.

   In the case of a vacancy in a vice-presidency, the president shall either perform the duties of the vacant vice president position or assign them to another vice president, until a special election can be held.

c. Notwithstanding the provisions in subsection "a" above, a special election shall not be held to fill a vacancy in an officer position where the Executive Director receives notice of the vacancy less than 25 days prior to the next regular meeting of the delegates. In such circumstances, the Board of Directors shall fill the vacancy until an election to fill the vacancy is conducted at the following regularly scheduled meeting of the delegates, after the meeting of the delegates that occurred within the 25 days of notice of the vacancy.

Article VIII: Duties And Authority Of Executive Committee

SECTION 1: EXECUTIVE COMMITTEE

The officers of the Association shall constitute the Executive Committee. The executive director shall be a member *ex officio* and without vote.

SECTION 2: DUTIES OF EXECUTIVE COMMITTEE

The Executive Committee shall:

a. Formulate policies, review the legislative agenda and advocacy action plan recommended by the legislative committee and recommend same for approval to the Board of Directors;

b. Be authorized to transact such items of business as are delegated to it by and within the powers of the Board of Directors;

c. Be authorized between meetings of the Board of Directors, in the event of an emergency, to perform the duties of the Board of Directors. Such action shall be reported to the Board of Directors at their next meeting;

d. Make recommendations to the Board of Directors concerning personnel policies, upon consultation with the executive director; and

e. Be authorized to submit emergency resolutions to the Delegate Assembly, in accordance with Article V, Section 7.

SECTION 3: DUTIES OF PRESIDENT

The president shall:

a. Preside at all meetings of the Delegate Assembly, the Board of Directors and the Executive Committee;

b. Serve as an ex officio member of all Association committees unless otherwise set forth by the bylaws;

c. Appoint all standing and special committees unless otherwise set forth in the bylaws;

d. Cause to be signed all contracts and other obligations on behalf of the Association;

e. Co-sign with the executive director all vouchers for the payment or withdrawal of Association funds;

f. In consultation with the executive director, name delegates to represent the Association at meetings of other educational groups unless otherwise set forth in the bylaws;

g. At each annual meeting of the Association, render a full report of its proceedings for the preceding year;

h. Perform the duties of a vice president, or assign them to another vice president, in the event a vice president is absent or there is a vacancy in a vice presidency; and

i. Perform such other duties as may be prescribed by these bylaws, the Delegate Assembly or the Board of Directors.

SECTION 4: DUTIES OF VICE PRESIDENT FOR LEGISLATION/RESOLUTIONS

The vice president for legislation /resolutions shall:

a. Serve as chair of the Legislative Committee, the Resolutions Subcommittee and the Emergency Resolutions Subcommittee;

b. Plan and conduct legislative training activities, in consultation with the executive director;

c. Participate in legislative hearings and activities, as requested by the president or the executive director of the Association;

d. Preside over those portions of the Delegate Assembly where resolutions, bylaws amendments, and policy recommendations resulting from the Association's policy review process are considered, and present such resolutions, bylaws amendments and policy recommendations to be acted upon by the delegates; and

e. Perform such other duties as may be prescribed by these bylaws or assigned by the president.

SECTION 5: DUTIES OF VICE PRESIDENT FOR FINANCE

The vice president for finance shall:

a. Be bonded by the Association in such amount as shall be approved by the Board of Directors;

b. Serve as chair of the Finance Committee;

c. Cause to be kept an account of all Association moneys received and disbursed;

d. Cause to be made and published an annual audit of the Association's accounts and financial records;

e. Render at each annual meeting of the delegates a detailed report of the financial condition of the Association;

f. Sign and issue all checks covered by vouchers pursuant to these bylaws;

g. Serve as a member of the Audit Committee;

h. Serve as an ex officio member of the School Finance Committee, as specified in Article X, Section 9; and

i. Perform such other duties as may be prescribed in these bylaws or assigned by the president.

SECTION 6: DUTIES OF VICE PRESIDENT FOR COUNTY ACTIVITIES

The vice president for county activities shall:

a. Act as liaison between the Association and the various county school boards associations;

b. Perform such other duties as may be prescribed in these bylaws or assigned by the president; and

c. Act as chair of county association leadership meetings.

SECTION 7: DUTIES OF IMMEDIATE PAST PRESIDENT

The immediate past president shall:

a. Serve as a voting member of the Board of Directors;

b. Serve as a voting member of the Executive Committee;

c. Serve as a voting member of the Nominating Committee;

d. Serve as chair of the Ethics Committee; and

e. Perform such other duties as may be prescribed by these bylaws or assigned by the president.

In the event the office of the president becomes vacant, the immediate past president shall perform the duties of that office until a successor is selected in accordance with Article VII, Section 7.

SECTION 8: DUTIES OF EXECUTIVE DIRECTOR

The executive director shall:

a. Serve as secretary of the Association;

b. Take and keep the minutes of all meetings of the delegates of the Association, the Board of Directors and the Executive Committee;

c. Keep the corporate seal and conduct all official correspondence;

d. Co-sign with the president all vouchers for payment or withdrawal of Association funds;

e. Be responsible for the operation and maintenance of the Association offices, and for the hiring, evaluation, discipline and discharge of personnel pursuant to policies established by the Board of Directors;

f. Serve as chief executive officer of the Association and have general responsibility for executing the policies of the governing body of the Association;

g. Enter into contracts and transact the business of the Association in accordance with policies and procedures established by the president and/or Board of Directors;

h. Make recommendations concerning policy matters to the Executive Committee and Board of Directors;

i. Report on the activities of the Association at each regular meeting of the delegates; and

j. Perform such other duties as may be prescribed by these bylaws or by the governing authority of the Association, provided, however, that the executive director shall not have the privilege of voting at any meeting of the Association or Board of Directors.

SECTION 9: SUCCESSION OF DUTIES

a. In the absence of the president, the vice president with the longest seniority as hereinafter described shall perform the duties of the president; if the first in seniority should be absent, then the vice president with the next longest such seniority shall perform these duties.

b. For purposes of this section, the seniority of each vice president shall be the length of his or her service as an officer of the Association. In the event two vice presidents have served as officers of the Association for an equal length of time, then each one's respective length of service on his or her local board of education shall determine his or her seniority.

c. In the absence of the president, the vice president with the longest seniority shall preside at any meeting at which the president should preside. However,

if the president and all vice presidents are not present at any meeting, the executive director shall conduct an election for a temporary chair from among the members present.

d. In the event of a vacancy in the presidency, the immediate past president shall perform the duties of the president until the vacancy is filled. If the position of president becomes vacant and there is no immediate past president, the most senior vice president shall perform the duties of the president.

Article IX: Finance

SECTION 1: DUES

a. The annual dues payable by each district board of education shall be determined each year by the Board of Directors taking into consideration the funds necessary to provide a sufficient level of support for Association services. In the case of an Association financial emergency, and at the request of the Board of Directors, the delegates may modify the method of assessing dues.

b. In order to be a member in good standing a district board of education shall pay its dues within 10 days after its first meeting held in the beginning of the fiscal year, or July 31, whichever is later.

SECTION 2: WITHDRAWAL OF MONEYS

The president, and executive director of the Association or the executive director's designee, shall both sign all vouchers for the payment or withdrawal of the Association's funds and checks to cover such vouchers shall be signed and issued by the vice president for finance or one of the other vice presidents.

SECTION 3: INDEMNIFICATION

All officers, members and staff of the Association who, under these bylaws or under the policies or directives of the governing authority of the Association, have access to or exercise control of or responsibility for Association funds shall be bonded or insured at Association expense in an amount to be determined by the Board of Directors.

Article X: Committees

SECTION 1: QUALIFICATIONS

a. Each member of a committee, other than the immediate past president, shall be a member of a district board of education in good standing with the Association. In the event a committee member's board of education is not in good standing, the member's term shall cease, and the vacancy shall be filled for the unexpired term in the same manner by which the original appointment was made.

b. If a member of any standing committee shall cease to be a member of a district board of education, his or her term shall continue until the next succeeding

Board of Directors meeting, and the vacancy shall be filled for the unexpired term in the same manner by which the original appointment was made. If a member of an ad hoc committee shall cease to be a member of a district board of education, he or she may continue to serve until the ad hoc committee has completed its charge.

c. In appointing members to ad hoc committees and to standing committees other than the Legislative, Nominating, and Urban Boards Committees, the president shall consider the qualifications of candidates for particular assignments and, to the extent feasible, shall also seek to provide that each committee or task force has representatives from different geographical areas, as defined in Article X, Section 15.

SECTION 2: LEGISLATIVE COMMITTEE

a. There shall be a standing committee of the Association called the Legislative Committee, consisting of the officers of the Association and 40 other persons, none of whom shall be members of the Board of Directors or alternates. The Legislative Committee shall be appointed by the president with the advice and consent of the Board of Directors, as follows: one member from each of the 40 legislative districts.

b. The members of the committee shall be appointed so as to create, insofar as reasonably possible, the broadest representation of differing types of school districts, including, but not limited to, regional districts, vocational districts, rural, suburban and urban districts and rapidly growing districts.

c. The members of the Legislative Committee shall be appointed at the January meeting of the Board of Directors each year and shall serve a one-year term until their successors are appointed. Should a Legislative Committee member cease to be a member of a local board of education, he or she may serve on the Legislative Committee until the next succeeding meeting of the Board of Directors, and a successor shall be appointed in accordance with subsection "e" of this section.

d. The vice president for legislation/resolutions shall serve as chair of the Legislative Committee.

e. There shall be one alternate for each member, selected by the president, with the advice and consent of the Board of Directors, in the same manner as the member. The alternate shall act for the member in the absence of the member. Vacancies among the members of the committee shall be filled for the unexpired term by the president of the Association with the advice and consent of the Board of Directors. Until such vacancy is filled, the alternate shall serve as member.

f. Twenty-one members or their alternates shall constitute a quorum for the transaction of business.

g. The Legislative Committee shall analyze and adopt positions, consistent with Association policy, on state legislative proposals which affect district boards of education. The Legislative Committee shall encourage, promote and assist in the development of local, county and statewide legislative networks. Committee members shall be called upon to testify at meetings or hearings of the state Legislature and State Board of Education on issues affecting local boards and in support of the Association's policies. The Committee may initiate legislative policy recommendations for consideration by the Board of Directors.

h. The Legislative Committee shall adopt a legislative agenda and advocacy action plan for each legislative session, to be recommended to the Board of Directors for adoption.

SECTION 3: NOMINATING COMMITTEE

a. There shall be a standing committee of the Association called the Nominating Committee consisting of the following persons, selected in the following order at least 170 days prior to the annual meeting:

   (1) Four Members of the Board of Directors, one from each of the geographical areas of the state as defined in Article X Section 15 shall be elected by the Board of Directors. Any member representing the Urban Boards Committee, County Association Leadership and / or the county vocational boards shall participate in the election of the Board of Directors members of the Nominating Committee by deliberating with the Board of Directors members from the geographical area in which his or her local board is located;

   (2) Four persons, one from each of the geographical areas of the state as defined in Article X, Section 15, shall be elected by the county school board association presidents;

   (3) Four persons shall be appointed at large by the President with the advice and consent of the Board of Directors;

   (4) The immediate past president shall be a member of the Committee; provided, however, that the immediate past president shall be a nonvoting member when, because of a vacancy in the office of president, he or she is performing the duties of president; and

   (5) The president shall be a nonvoting member of the Nominating Committee. Committee members shall be appointed/elected for a two-year term and shall hold office until their respective successors have been appointed or elected.

b. No two members of the Nominating Committee, excluding the president and immediate past president, shall represent boards of education in the same county. Committee members shall be eligible to serve on the Nominating Committee for one two-year term. They would be eligible to serve again after a two-year break.

c. The president shall name one member as the chair of the Nominating Committee.

d. No person who serves on the Nominating Committee may be nominated as a candidate for office at the forthcoming election.

e. Vacancies among the members of the committee shall be filled for the unexpired term in the same manner by which the original appointment was made.

f. The Nominating Committee shall perform duties consistent with Article VII, Section 5, "Report of Nominating Committee."

SECTION 4: FINANCE COMMITTEE

a. There shall be a standing Finance Committee, consisting of the president, the vice president for finance, and four members of the Board of Directors appointed by the president, none of whom are members of the Executive Committee.

b. Committee members shall be appointed for a two-year term and shall hold office until their respective successors have been appointed.

c. Vacancies among the members of the committee shall be filled for the unexpired term in the same manner by which the original appointment was made.

d. The Finance Committee shall have the duty of preparing the annual budget, which shall be submitted to the Board of Directors prior to the May/June delegates meeting. In addition, the Finance Committee shall, from time to time, advise the Board of Directors on all matters affecting the finances of the Association.

e. The Vice President for Finance shall serve as Chair of the Committee.

SECTION 5: RESOLUTIONS SUBCOMMITTEE AND EMERGENCY RESOLUTIONS SUBCOMMITTEE

a. There shall be a standing subcommittee of the Legislative Committee called the Resolutions Subcommittee. The Resolutions Subcommittee shall consist of the vice president for legislation/resolutions and sixteen members of the Legislative Committee, appointed by the President with the advice and consent of the Board of Directors.

b. Notwithstanding the geographical appointment criteria set forth in Article X, Section 15, Geographical Areas, for the purpose of making appointments to the Resolutions Subcommittee, and for no other purpose, the state is hereby divided into the four following geographical areas:

   (1) Region A shall consist of legislative districts one through 10 inclusive;

   (2) Region B shall consist of legislative districts 11 through 20 inclusive;

   (3) Region C shall consist of legislative districts 21 through 30 inclusive; and

   (4) Region D shall consist of legislative districts 31 through 40 inclusive.

c. The president shall appoint four members and alternates from each Legislative region listed in subsection "b."

d. The Resolutions Subcommittee shall be appointed at the January meeting of the Board of Directors each year and shall serve for a one-year term until its successor is appointed.

e. The vice president for legislation/resolutions shall serve as chair of the Resolutions Subcommittee.

f. The Resolutions Subcommittee shall meet in accordance with administrative regulations developed pursuant to the governing timetable for the Delegate Assembly. A majority of the full voting membership of the Resolutions Subcommittee shall constitute a quorum.

g. If any member of the Resolutions Subcommittee shall find it impossible to attend a meeting of the Resolutions Subcommittee, his/her place shall be taken by the Resolutions Subcommittee alternate for that member. The alternate shall attend and act for the member only in the absence of the member. Qualifications for alternates shall be the same as for members.

h. The Resolutions Subcommittee shall perform the duties specified in Article V herein.

i. Vacancies among the members of the subcommittee shall be filled for the unexpired term in the same manner by which the original appointment was made.

j. There shall be a subcommittee of the Resolutions Subcommittee known as the Emergency Resolutions Subcommittee. The Emergency Resolutions Subcommittee shall consist of the chair of the Resolutions Subcommittee and seven members who shall be selected from the members of the Resolutions Subcommittee by the chair of the Resolutions Subcommittee. The chair of the Resolutions Subcommittee shall serve as the chair of the Emergency Resolutions Subcommittee. Four members of the Emergency Resolutions Subcommittee shall constitute a quorum. The Emergency Resolutions Subcommittee shall perform the duties specified in Article V, Section 7c.

SECTION 6: URBAN BOARDS COMMITTEE

a. There shall be a standing committee of the Association called the Urban Boards Committee. The Urban Boards Committee shall consist of one board member designated by each district, which shall qualify as an urban district as determined by the State of New Jersey. Members shall serve for a one-year term until their successors are named.

b. There shall be one alternate for each member, selected in the same manner as the member by the same authority. The alternate shall act for the member in the absence of the member. Any vacancy among the members of the Committee shall be filled for the unexpired term by the urban district. Until such vacancy is filled, the alternate shall serve as member.

c. The Urban Boards Committee shall elect a chairperson from among its members who shall serve for a two-year term and until his or her successor is elected. Any vacancy in the chairperson position shall be filled in accordance with the Urban Boards Committee policy and procedures for filling vacancies.

d. The Urban Boards Committee shall study the problems of urban school districts. It shall submit a report on such problems at the annual meeting of the delegates and may submit a report at any other regular meeting of the delegates. The Urban Boards Committee may recommend to the Board of Directors additions, modifications or deletions to policy.

SECTION 7: AUDIT COMMITTEE

a. There shall be a standing committee of the Association called the Audit Committee consisting of five members; the vice president for finance and four

members of the Board of Directors appointed by the president, none of whom shall be members of the Executive Committee.

b. Two members shall be appointed for two-year terms expiring in even-numbered years and two members for two-year terms expiring in odd-numbered years. Mid-term vacancies shall be filled by the president for the duration of the term.

c. The duties of the Audit Committee shall include:

   (1) Hiring the external auditor, determining the scope of the audit, reviewing the annual audit report and submitting same to the Board of Directors for approval.

   (2) Insuring that a system of internal financial controls is in place and approving changes to said system when deemed necessary.

   (3) Annually approving expenses of the Executive Committee, executive director and board members.

   (4) Receiving and reviewing an annual report of aggregate staff expenses.

   (5) Approving, in advance, all Executive Committee and Board of Directors attendance at out-of-state conferences.

d. The president shall name one member of the Audit Committee, other than the vice president for finance, as the chair.

e. The Audit Committee shall meet on a quarterly basis and at such other times as is deemed necessary.

f. The Audit Committee shall report annually to the Board of Directors and at such other times as it deems necessary.

SECTION 8: ETHICS COMMITTEE

a. There shall be a standing committee of the Association called the Ethics Committee. The immediate past president shall serve as chair. Four additional members shall be appointed by the president and shall consist of one vice president; one member of the Audit Committee, excluding the vice president for finance; and two county association presidents who are not members of the Executive Committee.

b. Committee members shall be appointed for a one-year term and shall hold office until their respective successors have been appointed.

c. Vacancies among the members of the committee shall be filled for the unexpired term in the same manner by which the original appointment was made.

d. The duties of the Ethics Committee shall include:

   (1) Establishing a code of conduct for officers and members of the Board of Directors. The Ethics Committee shall submit the code of conduct to the Board of Directors for approval and may periodically recommend that the Board of Directors adopt proposed amendments to the code of conduct.

(2) Reviewing any complaints of misconduct brought against officers or members of the Board of Directors by a member of a local board of education. The Ethics Committee shall have the authority to determine whether any complaint warrants further investigation; and, thereafter to undertake such an investigation. Where violations of the code of conduct are found, the Ethics Committee may recommend to the Board of Directors disciplinary measures up to and including removal from office.

(3) At the request of the Board of Directors, the Ethics Committee shall investigate any charge of misconduct or conflict of interest on the part of an officer or a member of the Board of Directors and, if requested, the Ethics Committee shall submit its conclusions and nonbinding recommendations to the Board of Directors.

e. If any member of the Ethics Committee is the subject of a complaint, he/she shall be replaced by a county association president who is not a member of the Executive Committee for that investigation only.

f. Any recommendation for disciplinary action shall be brought to the Board of Directors for approval. If approved, the Board of Directors shall carry out the disciplinary action.

SECTION 9: SCHOOL FINANCE COMMITTEE

a. There shall be a Standing Committee of the Association called the School Finance Committee consisting of nine members appointed annually by the president. The membership of the School Finance Committee shall reflect not only the geographical appointment criteria set forth in Article X, Section 15: Geographical Areas, but shall also reflect, to the extent possible, a balance of the membership's diversity and socioeconomic factors.

b. The School Finance Committee shall monitor the school funding law in New Jersey and its impact on all types of school districts in the state of New Jersey.

c. The School Finance Committee shall study issues relating to school finance, report periodically to the Delegate Assembly and shall recommend additions, modifications, or deletions to policy as needed.

d. The president shall name one member as chairperson of the School Finance Committee.

e. The vice president for finance shall serve as an ex officio member of the School Finance Committee.

f. Vacancies among members of the committee shall be filled for the unexpired term in the same manner by which the original appointment was made.

SECTION 10: SPECIAL EDUCATION COMMITTEE

a. There shall be a standing committee of the Association, called the Special Education Committee, consisting of nine members appointed annually by the president. Membership on the Special Education Committee shall be based upon an expressed interest and demonstrated expertise in special education.

b. The president shall name one member as chairperson of the Special Education Committee.

c. Vacancies among members of the Committee shall be filled in the same manner as the original appointment was made.

d. The Special Education Committee shall prepare and present appropriate testimony on special education issues affecting the delivery of special education services to children in New Jersey and in support of Association policies. The Committee shall report periodically to the Delegate Assembly and may also recommend positions on special education issues for consideration by the Board of Directors.

SECTION 11: STANDARDS AND ASSESSMENT COMMITTEE

a. There shall be a standing committee of the Association called the Standards and Assessment Committee consisting of nine members appointed annually by the president. Membership on the Standards and Assessment Committee shall be based upon an expressed interest and demonstrated expertise in curriculum development and student assessment.

b. The president shall appoint one member as chairperson of the Standards and Assessment Committee.

c. Vacancies among members of the committee shall be filled in the same manner as the original appointment was made.

d. The Standards and Assessment Committee shall monitor the code on New Jersey Student Learning Standards and the state's assessment program and their impact on all types of districts in the state of New Jersey.

e. The Standards and Assessment Committee shall study issues relating to the New Jersey Student Learning Standards and the state assessment program, report periodically to the Delegate Assembly and shall recommend additions, modifications or deletions to policy as needed.

f. The Standards and Assessment Committee shall prepare and present appropriate testimony on issues involving standards and assessment affecting the delivery of education to and assessment of the children in New Jersey and in support of Association policies. The Committee may also, when necessary and appropriate, recommend positions on standards and assessment issues for consideration by the Board of Directors.

SECTION 12: AD HOC COMMITTEES

The president may, from time to time, appoint such committees as may be necessary for the effective operation of the Association. Such committees shall be appointed for a specified purpose and for terms not to exceed two years.

SECTION 13: COMMITTEE REPORTS

a. The Resolutions Subcommittee and the Emergency Resolutions Subcommittee shall submit a report in advance of, or at each meeting of the delegates in accordance with Article V of these bylaws.

b. The Legislative Committee and the Urban Boards Committee shall submit a report at the annual meeting, and may submit a report at any other delegates meeting. The School Finance and Special Education Committees may submit reports at any delegates meeting.

c. All reports of ad hoc committees, which are intended for delegate action, shall be submitted to each district board of education in advance of the meeting at which the report is scheduled to be considered. Such committee reports shall include:

   (1) A statement of the committee's charge;

   (2) Background materials and a discussion of the issues considered by the committee; and

   (3) Any recommendation submitted for delegate action and related to the committee's charge.

SECTION 14: CONFLICT OF INTEREST

In the event that a committee member assumes an elected office as a member of a municipal or county governing body that would, by operation of law, cause his or her local board membership to immediately cease (e.g., mayor, town council, county freeholder), his/her committee membership shall immediately cease upon being sworn in to said elected office. In the event that a committee member shall be removed, by law, from membership on the local board of education for reasons other than assumption of elected office, his/her term as a committee member shall immediately cease upon removal. In the event that a committee member accepts a position in which there may be a direct conflict of interest, his or her committee membership shall immediately cease upon a determination of the Board of Directors that said appointed position constitutes an ongoing conflict of interest which cannot be cured by abstention.

SECTION 15: GEOGRAPHIC AREAS

For the purpose of appointing the Nominating and School Finance Committees pursuant to these bylaws, the purposes set forth in Article X, Committees, Section 1c, and for no other purpose, the state is hereby divided into the four following geographical areas:

a. **Northwest Area** — Counties of Hunterdon, Morris, Somerset, Sussex and Warren;

b. **Northeast Area** — Counties of Bergen, Essex, Hudson, Passaic and Union;

c. **Central Area** — Counties of Burlington, Mercer, Middlesex, Monmouth and Ocean; and

d. **Southern Area** — Counties of Atlantic, Camden, Cape May, Cumberland, Gloucester and Salem.

Article XI: County School Boards Associations

SECTION 1: COUNTY SCHOOL BOARDS ASSOCIATIONS

a. A majority of the boards of education of every county shall join together and form an organization whose purpose shall be to work for the betterment of the educational affairs in such county, and in cooperation with the Association, to work for the betterment of the educational affairs of the state.

b. The member boards of such organization shall adopt bylaws for its governance, which are not inconsistent herewith, and which shall include, but not be limited to, the following provisions:

   (1) Election of officers;

   (2) Election of members of the Board of Directors;

   (3) Discharge of the obligation of boards in the county to meet, as provided by law; and

   (4) The member elected to the Board of Directors of the Association pursuant to Article VI, Section 1a of these bylaws shall also serve as an ex officio member of the board of directors or executive committee of the county organization.

c. Said organization shall be known as the "(insert name) County School Boards Association."

d. County organizations shall not adopt or promote policies or positions on educational issues in conflict with those adopted by the Association, unless accompanied by a specific disclaimer that the county position is not that of the Association.

e. Each officer of a county school board association shall be a member of a district board of education in good standing with the Association, which board shall have paid its dues in accordance with Article IX, Section 1 of these Bylaws.

f. In the event an officer of a county school board association submits the appropriate filing to be elected to a partisan office as a member of a municipal or county governing body, (e.g., mayor, town council, county freeholder) or state or federal office, or assumes the chair of a county or state party, his/her position as an officer of a county school board association shall immediately cease. In the event the member doesn't assume the office sought s/he may be eligible to run for a county school board association office during the next cycle consistent with these *Bylaws*.

   In the event an officer of a county school board association is removed by law from membership on the local board of education for reasons other than seeking an elected office, his/her term as an officer of a county school board association shall immediately cease upon said removal. In the event that an officer of a county school board association accepts a position in which there may be an ongoing direct conflict of interest, his/her term as an officer of a county school board association shall immediately cease upon a determination by the Board of Directors that said appointed position constitutes an ongoing



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