



## NOTICE OF RESOLUTIONS CUTOFF DATE

Please take notice that, pursuant to Article IV, Section 4, of the *Bylaws* of the New Jersey School Boards Association, the annual meeting of the Association is scheduled for Saturday, November 21, 2026, at the Conference Center at Mercer County Community College. Please take further notice that the last date for submission of **formally adopted** board resolutions for consideration at the annual meeting is Friday, September 11, 2026. In order to be placed on the Delegate Assembly agenda, resolutions approved by the local board must be received in the Association office by the close of business (5:00 p.m.) on that date.

**Resolutions should be e-mailed to the attention of Lauren Liu at [lliu@njsba.org](mailto:lliu@njsba.org).** Please forward by regular mail the original signed resolution (See below). Confirmation of receipt of board resolutions will be mailed to the board no later than one week after receipt.

Resolutions submitted for the Delegate Assembly should include a cover letter requesting placement on the delegate assembly agenda for consideration and be mailed to:

Resolutions: November 2026 Delegate Assembly  
Attn: Lauren Liu  
New Jersey School Boards Association  
413 West State Street  
Trenton, New Jersey 08618

The cover letter should also provide contact information, including the email address and telephone number of a district representative who will be available to provide additional information about the resolution in the event that clarification is sought by NJSBA.

Before developing your resolution, boards are encouraged to review other policies related to the resolution being submitted. You may review, print and/or download policies from the NJSBA Website at [www.njsba.org/da](http://www.njsba.org/da). Click on the [Manual of Positions and Policies on Education](#) link. The Table of Contents allows for easy accessibility of current policies which you will want to read and be familiar with **BEFORE** your board adopts a resolution for submission to the Delegate Assembly. Select the alphabetical topic for which you are interested in to find the policy topic. Note: There may be more than one policy number for your topic; click on each until you locate your topic.

NJSBA staff are available to assist with the preparation of resolutions. If you want copies of related policies or need assistance in formatting your proposed policy, please call Lauren Liu at 609-278-5250.

The resolutions format implemented by the Delegate Assembly requires resolution objectives to be presented in broad policy belief statements for adoption by the Delegate Assembly. Policy adopted by the Delegate Assembly is included in NJSBA's *Manual of Positions and Policies on Education*. ***Please note: Resolutions that do not follow the proper format or are not timely submitted may be removed from the agenda and will not be considered at the Delegate Assembly.***

The [Delegate Assembly Resolution Format](#) may be found on pages 3-6.

1. Note that the format includes a minimum of three “whereas” clauses and two required resolved clauses for inclusion in each resolution submitted to the Delegate Assembly.
2. At least one whereas clause must set forth the specific issues to be addressed by the resolution.
3. One whereas clause must acknowledge the Delegate Assembly as the official policymaking body of the New Jersey School Boards Association.
4. One whereas clause must acknowledge that education-related policies resulting from prior Delegate Assembly and Board of Directors actions are codified in the NJSBA's *Manual of Positions and Policies on Education*.
5. The first resolved clause must recommend either **new, additional, revised or replacement** policy language. See below examples of policy proposals attached to the *Delegate Assembly Resolution Format* to determine the format you wish to use.
6. The resolution must include a “broad belief statement” which comprises the policy statement that will be considered by the Delegates.
7. The second resolved clause must request that the resolution be placed on the agenda for consideration at the November 21, 2026, Delegate Assembly.

## NJSBA RESOLUTION DATES

|                                    |                                                                                                                                                                                                       |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Friday, September 11, 2026</b>  | Cutoff date for resolutions to be considered at the Annual Delegate Assembly.                                                                                                                         |
| <b>Tuesday, October 27, 2026</b>   | Resolutions Subcommittee meeting. Proponents and interested parties may request to appear on behalf of any resolution pending before the Resolutions Subcommittee. (Virtual Platform: Zoom Workplace) |
| <b>Wednesday, November 4, 2026</b> | Cutoff date for emergency resolutions to be considered at the Annual Delegate Assembly.                                                                                                               |
| <b>Tuesday, November 10, 2026</b>  | Emergency Resolutions Subcommittee meeting.                                                                                                                                                           |
| <b>Saturday, November 21, 2026</b> | Annual Delegate Assembly.                                                                                                                                                                             |

## DELEGATE ASSEMBLY RESOLUTION FORMAT

WHEREAS, *[Include a brief statement of the issue/concern; and]*

WHEREAS, The Delegate Assembly is the official policymaking body of the New Jersey School Boards Association; and

WHEREAS, Education-related policies resulting from prior Delegate Assembly and Board of Directors actions are codified in the NJSBA's *Manual of Positions and Policies on Education*; now, therefore, be it

RESOLVED, That the (Your town) Board of Education proposes the following (**new, additional, revised, or replacement**) policy language for adoption by the Delegate Assembly and inclusion in NJSBA's *Manual of Positions and Policies on Education*:

### **The NJSBA believes...**

*[Provide a philosophic statement of the intent of the resolution. The statement should be broad so that, if approved by the delegates, it will be an enduring belief of the Association.]*

RESOLVED, That this resolution be placed on the agenda for consideration at the (month day, year) Delegate Assembly.

Adopted at a **regular** or **special** meeting of the (Your town) Board of Education on (date).

(Signature)

(Full Name)

School Business Administrator/Board Secretary

*Note # 1. Recommended policy language may be submitted as NJSBA BELIEF STATEMENTS only. See examples on the following pages.*

*Note # 2. In determining whether the proposal is for **new, additional, revised or replacement** policy language, please use the following guidelines:*

*\***New** policy language may be proposed when there is no existing NJSBA policy on the subject.*

*\***Additional** policy language may be proposed to expand existing language either to broaden the scope of the Association's position or to add implementation strategies.*

*\***Revised** policy language may be proposed to modify (amend) existing language while retaining the intent of the original position statement.*

*\***Replacement** policy language may be proposed to change the position of the Association on an issue or to make significant changes in language while retaining the original position concept. In either case, the existing language is to be substituted with the “replacement” policy language.*

\*In each case, where **additional**, **revised**, or **replacement** language is proposed, the relevant **file code number and policy title** must be referenced in the resolved clause.

Proposals for **revised** and **replacement** language must also indicate the affected policy subheading. Deletions should be bracketed and proposed new language underlined.

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### POLICY PROPOSAL EXAMPLES

Example #1 - *A belief statement only.*

WHEREAS, (Include a brief statement of the issue/concern); and

WHEREAS, The Delegate Assembly is the official policymaking body of the New Jersey School Boards Association; and

WHEREAS, Education-related policies resulting from prior Delegate Assembly and Board of Directors actions are codified in the NJSBA's *Manual of Positions and Policies on Education*; now, therefore, be it

RESOLVED, That the (Your town) Board of Education proposes the following **new** policy language for adoption by the Delegate Assembly and inclusion in NJSBA's *Manual of Policies and Positions on Education*:

**The NJSBA believes** (include broad-based belief statement that addresses the stated issue/concern).

*Note: This is a broad policy statement which can stand alone.*

## **SAMPLE**

CRIMINAL BACKGROUND CHECKS –  
TIME LIMITS AND NATURE OF CRIME

RESOLUTION NO. 1

### NEW JERSEY SCHOOL BOARDS ASSOCIATION

1-888-886-5722

413 West State Street  
Trenton, NJ 08618

### SEMIANNUAL DELEGATE ASSEMBLY

The following resolution was received from the  
(Your town) Board of Education (County):

- WHEREAS, On May 26, 2011, Gov. Chris Christie signed into law A-444, which requires school board members and charter school trustees to undergo criminal background history checks and would disqualify board members who have been convicted of certain crimes; and
- WHEREAS, The (Your town) Board of Education requests that some limitation be developed regarding the number of years to be reviewed; and
- WHEREAS, The (Your town) Board of Education acknowledges that the conviction of certain minor crimes may negatively impact an employment candidate's qualifications for many years after the conviction thereby impeding the individual's ability to reintegrate into society; and
- WHEREAS, The Delegate Assembly is the official policymaking body of the New Jersey School Boards Association; and
- WHEREAS, Education related policies resulting from prior Delegate Assembly and Board of Directors' actions are codified in the NJSBA *Manual of Positions and Policies on Education*; and now, therefore, be it
- RESOLVED That the (Your town) Board of Education proposes the following **new language** for adoption by the Delegate Assembly and inclusion in the NJSBA *Manual of Positions and Policies on Education*:
- The NJSBA believes** in limiting the period of time reviewed in an individual's criminal background and consideration should be given to the nature of the crime committed.
- RESOLVED, That this resolution be placed on the agenda for consideration at the May 18, 2024, Delegate Assembly.

Adopted at a meeting of the (Your town) Board of Education on (date).

X (SIGNATURE)

(Full Name)

School Business Administrator/Board Secretary