

# **N.J.A.C. 6A:1, BYLAWS FOR THE STATE BOARD OF EDUCATION**

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# **CHAPTER 1. BYLAWS FOR THE STATE BOARD OF EDUCATION**

## **SUBCHAPTER 1. AMENDMENT OF BYLAWS**

### **6A:1-1.1 Procedure**

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

## **SUBCHAPTER 2. MEETINGS**

### **6A:1-2.1 Parliamentary procedures**

Parliamentary procedures in meetings of the State Board of Education shall be governed by Robert's Rules of Order Newly Revised 11th Edition.

### **6A:1-2.2 Regular meetings**

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

### **6A:1-2.3 Special meetings**

Special meetings may be called by the President at any time. Public notice of a special meeting shall be made pursuant to law and regulation.

#### **6A:1-2.4 Quorum**

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

#### **6A:1-2.5 Order of business at regular meetings**

- (a) The normal order of business at all regular meetings shall be:
1. Approval or amendment of minutes of the previous meeting;
  2. Report of the President of the State Board of Education;
  3. Report of special committees;
  4. Report of the Commissioner of Education;
  5. Consideration of action items for discussion or vote of the voting members; and
  6. New business.
- (b) The order of business may be rearranged at any regular meeting for the purpose of expediting and facilitating the functions of the State Board of Education.

### **SUBCHAPTER 3. OFFICERS OF THE STATE BOARD OF EDUCATION**

#### **6A:1-3.1 Titles and terms**

The officers of the State Board of Education shall be a President, a Vice President, and a Secretary. The President and Vice President shall each serve for one year and until their respective successors shall have been elected. The Commissioner serves as Secretary of the State Board in accordance with N.J.S.A. 18A:4-9 and 22.

#### **6A:1-3.2 Duties of the President**

The President shall preside at the meetings of the State Board of Education and shall perform all duties incidental to such office. The President shall be an ex officio member of all committees, except the Nominating Committee.

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

In the absence of the President, the Vice President shall perform all of the President's duties.

#### **6A:1-3.4 Duties of the Secretary**

- (a) The Commissioner or his or her designee shall: attend the State Board's meetings and keep a record of proceedings; have custody of its books and papers; notify the members of all meetings; and, within five days after each meeting, notify the members of each committee of any matter referred to it.
- (b) The Commissioner shall present to the State Board of Education recommendations for its action in all matters requiring its approval or subject to its jurisdiction.

#### **6A:1-3.5 Election of officers**

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

#### **6A:1-3.6 Election of successors**

In case of the death or inability of either the President or the Vice President to perform the duties of the office, a successor shall be elected pursuant to the process outlined at N.J.A.C. 6A:1-4.2.

### **SUBCHAPTER 4. COMMITTEES**

#### **6A:1-4.1 Committee structure**

- (a) The State Board of Education shall act as a committee of the whole. The following standing committee shall be constituted:
  - 1. Nominating.

#### **6A:1-4.2 Nominating Committee**

- (a) The Nominating Committee members shall be appointed by the President, no later than in May of each year, and shall be automatically discharged after the annual election of officers.
- (b) The Nominating Committee shall consist of three members of the State Board of Education and shall submit nominations for the officers of the State Board of Education for which elections are to be held pursuant to N.J.A.C. 6A:1-3.5. The President shall select a chairperson for the Nominating Committee from among its members.

(c) The Nominating Committee's final report shall be presented to the State Board of Education in June.

1. Prior to the Nominating Committee's final report in June, the committee members shall contact each State Board member to obtain their input regarding the election of State Board officers.

#### **6A:1-4.3 Special committees**

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

#### **6A:1-4.4 State Board liaisons**

The President at any time may appoint State Board members to serve as liaisons.

### **SUBCHAPTER 5. INFORMATION REGARDING STATE BOARD OF EDUCATION ACTIONS**

#### **6A:1-5.1 Public release**

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

### **SUBCHAPTER 6. STUDENT REPRESENTATIVE**

#### **6A:1-6.1 Student representative**

- (a) A student representative shall be selected annually by the New Jersey Association of Student Councils to serve one year as a nonvoting member.
  - 1. All eligible high school students shall be offered the opportunity to be selected to serve as the student representative.
- (b) The student representative shall serve from July 1 through June 30 of the following year.