

## 0131 BYLAWS POLICIES

Bylaws policies and regulations may be adopted, revised, and abolished at any meeting of the Board, provided the proposed adoption, revision, or abolishment has been proposed and approved at a previous meeting of the Board.

The Board may at its organization meeting and by a majority vote of those present and voting readopt existing bylaws policies and regulations without prior notice.

The Board may, under emergency circumstances, suspend the operation of a bylaw or policy and regulation and adopt, revise, or abolish bylaw or policy and regulation without prior notice. The emergency adoption, revision, or abolishment of a bylaw policy and regulation shall terminate at the next meeting of the Board or at such earlier date as may be specified by the Board unless further acted upon by the Board.

The adoption, revision, abolishment, or suspension of a bylaw policy and regulation shall be recorded in the minutes of the Board. Any policy and regulation or part of a policy and regulation that is superseded by a term in a negotiated agreement or by a subsequently adopted policy and regulation shall no longer be in force and effect as a policy and regulation.

### Promulgation and Distribution

A physical manual of bylaws, policies and regulations shall be maintained/kept by the Business Office. Board Members, the Superintendent, the Board Secretary, the Board Attorney, each Building Principal and other individuals designated by the Superintendent shall be able to access the bylaws, policies and regulations online through the District portal.

The Superintendent shall institute a plan for the orderly promulgation of policies and regulations to staff members who are affected by them and shall provide staff members with access to an up-to-date manual of Board bylaws policies and regulations.

Each copy of the manual of bylaws policies and regulations shall be numbered; a record of the placement of each manual shall be maintained by the Business office. Copies of revised pages will be furnished to the holders of manuals as changes are made to bylaws policies and regulations. The holder of a policy manual shall return the manual to the Board Secretary upon the termination of his/her service to the district.

The manual of bylaws policies and regulations shall be considered a public record open to inspection in the office of the Superintendent. The manual retained by the



Superintendent shall be considered the master copy of the policy manual and shall not be modified by any person other than the Superintendent or his/her designee.

## Development of Bylaws Policies and regulations

Bylaws policies and regulations will be developed and considered by the Board in accordance with the following procedure:

1. A new or revised bylaw policy and regulations may be suggested to the Board by any Board member, the Superintendent, any staff member, or a member of the public;
2. A suggestion for a new or revised bylaw policy and regulation may be referred, at the discretion of the President and as appropriate to the subject, to the Superintendent, a Board committee, or a public advisory committee for study and formulation of a recommendation to the Board. Any study of a policy suggestion should consider whether the matter is adequately addressed in existing Board policy and whether the matter is more appropriately addressed by administrative regulation;
3. If a recommendation for a new or revised bylaw policy or regulation results from referral for study, a proposed draft will be submitted to the Board for discussion and approval on first reading. Copies of the proposed draft will be made available to staff members and the public, and comment will be invited. Changes in the draft may be made, by a simple majority vote, when the draft is presented for approval on first reading;
4. The proposed draft, approved on first reading, will be submitted for adoption at the next regular meeting of the Board. Changes in the draft may be made by a simple majority vote. A change that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at the next succeeding Board meeting. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw policy and regulation on second reading.

N.J.S.A. 18A:11-1

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