

# BYLAW GUIDE

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Bylaws, ~~and~~ Policies, **and Regulations**  
May 21

[See POLICY ALERT No. 223]

## 0131 BYLAWS, ~~AND~~ POLICIES, AND REGULATIONS

The Board of Education shall exercise its rule-making power by adopting, **revising, and abolishing** bylaws, ~~and~~ policies, **and regulations** for the organization and operation of the school district.

**“Regulations” for the purpose of this Bylaw are only those regulations that are required to be adopted by the Board.**

Adoption, Amendment, and **Abolishment** ~~Repeal~~

Bylaws, ~~and~~ policies, **and regulations** may be adopted, **and revised** ~~amended,~~ ~~and repealed~~ at any meeting of the Board, provided the proposed adoption, **or revision** ~~amendment, or repeal~~ has been ~~proposed and~~ approved by the Board at a previous meeting of the Board.

**Bylaws, policies, or regulations may be abolished at any meeting of the Board without the proposed abolishing of the proposed bylaw, policy, or regulation being approved by the Board at a previous meeting of the Board.**

The Board ~~shall~~ **may** at its organization meeting **or annually at a meeting of the Board** and by a majority vote of those present and voting, readopt existing bylaws, ~~and~~ policies, **and regulations** without prior notice.

The Board may, under emergency circumstances, suspend the operation of a bylaw, ~~or~~ policy, **or regulation** and adopt, **revise** ~~amend,~~ or **abolish** ~~repeal~~ a bylaw, ~~or~~ policy, **or regulation** without prior notice. The emergency adoption, **revision** ~~amendment,~~ or **abolishment** ~~repeal~~ of a bylaw, ~~or~~ policy, **or 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 **in accordance with this Bylaw.**

The adoption, **revision** ~~amendment,~~ **abolishment** ~~repeal,~~ or suspension of a bylaw, ~~or~~ policy, **or regulation** shall be recorded in the minutes of the Board. Any **bylaw, policy, or regulation** or part of a **bylaw, policy, or regulation** that is superseded by a term in a negotiated agreement or by a subsequently adopted



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**bylaw, policy, or regulation** shall no longer be in force and effect as a **bylaw, policy, or regulation and shall be abolished by the Board in accordance with this Bylaw.**

## Promulgation and Distribution

~~A~~ **The** manual of bylaws, ~~and~~ policies, ~~and~~ regulations shall be maintained. A copy of the manual of bylaws, ~~and~~ policies, ~~and~~ regulations shall be **available and accessible** ~~given~~ to each Board member, the Superintendent, the **School Business Administrator**/Board Secretary, the Board Attorney, each Building Principal, and other individuals designated by the Superintendent.

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

~~Each copy of the manual of bylaws and policies shall be numbered; a record of the placement of each manual shall be maintained by the \_\_\_\_\_.~~ Copies of revised pages will be furnished to the holders of manuals as changes are made to bylaws and policies. ~~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, ~~and~~ 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 \_\_\_\_\_ or his/her designee.~~

## ~~Consideration~~ Development of Bylaws, ~~and~~ Policies, ~~and~~ Regulations

Bylaws, ~~and~~ policies, ~~and~~ regulations will be ~~developed~~ and considered for **adoption** by the Board in accordance with the following procedure:

1. A **recommendation for a new or revised bylaw, or policy, or regulation** ~~shall~~ ~~may~~ be **recommended** ~~suggested~~ to the Board ~~and/or Superintendent by any Board member, the Superintendent, any staff member, or a member of the public;~~
2. A **recommendation** ~~suggestion~~ for a new or revised bylaw, or policy, **or regulation** may be referred, at the discretion of the **Board President** and as appropriate to the subject, to the



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Superintendent, a Board committee, or a public advisory committee for study and formulation of a recommendation to the Board. Any study of a **new or revised recommended bylaw, policy, or regulation suggestion will should** consider whether the matter is adequately addressed in existing Board **bylaw, policy, or regulation** and ~~whether the matter is more appropriately addressed by administrative regulation;~~

3. If a recommendation for a new or revised bylaw, ~~or~~ policy, **or regulation** results from referral for study, a proposed draft will be **referred to the Superintendent and at the discretion of the Board President and as appropriate to the subject, to a Board committee** ~~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. **All proposed new and revised bylaws, policies, and regulations shall be submitted to the Superintendent. The Superintendent or designee will review all new and revised draft bylaws, policies, and regulations prior to the Board receiving a draft of new or revised bylaws, policies, or regulations for Board consideration;**
5. The proposed draft, **bylaw, policy, or regulation** approved by the **Board** on first reading, will be submitted for adoption at ~~a the next succeeding regular~~ **meeting** of the Board. **Revisions** ~~Changes~~ in the draft may be made **at any meeting prior to adoption** by a simple majority vote **of the Board**. A **revision at any succeeding meeting change** that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at ~~a the next succeeding Board meeting~~. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw, ~~or~~ policy, **or regulation** on second reading.

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

**2<sup>nd</sup> Reading: 18 November 2021**

Adopted:

