

0131 - Bylaws and Policies

The Board of Education shall exercise its rulemaking power by adopting bylaws and policies for the organization and operation of the school district.

Adoption, amendment, and repeal

Bylaws and policies may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal has been proposed and approved at a previous meeting of the Board.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 and policies without prior notice.

The Board may, under emergency circumstances, suspend the operation of a bylaw or policy and adopt, amend, or repeal a bylaw or policy without prior notice. The emergency adoption, amendment, or repeal of a bylaw or policy 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.

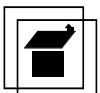
The adoption, amendment, repeal, or suspension of a bylaw or policy shall be recorded in the minutes of the Board. Any policy or part of a policy that is superseded by a term in a negotiated agreement or by a subsequently adopted policy shall no longer be in force and effect as a policy.

Promulgation and distribution

A manual of bylaws and policies shall be maintained. One master (hard copy) manual shall be maintained in the Superintendent's Office. Online access to the manual shall be made available via the district's website.

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 online access to the up-to-date manual of Board bylaws and policies.

The manual of bylaws and policies 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

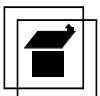


shall not be modified by any person other than the Superintendent or his or her designee.

Development of bylaws and policies

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

1. Requests for development or modification of a bylaw or policy may come from a variety of sources: the Superintendent or any staff member, any member of the Board of Education, students, parents of students, or community residents. Such requests may be made verbally or by using the request form developed by the Board's Policy Committee (see form below).
2. These requests shall be reviewed by one or more committees of the Board which may, in turn, seek input from whatever sources as may be deemed appropriate. The Superintendent shall be involved in all policy or bylaw reviews.
3. If the review of a request results in the recommendation of a new or revised bylaw or policy, the Policy Committee shall prepare for review a proposed draft of the new or revised bylaw or policy.
4. A proposed draft of a new or revised bylaw or policy shall be submitted to the Board for discussion and approval on first reading at an open meeting of the Board. 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.
5. 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 or policy on second reading.



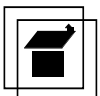
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6. If the review of a request results in a recommendation not to develop or modify a bylaw or policy, the Policy Committee shall notify the requesting party of this decision and the reasoning upon which it was based.

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



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MILLBURN TOWNSHIP BOARD OF EDUCATION POLICY COMMITTEE REQUEST FORM

1. Name: _____ Phone Number: _____

Address: _____

2. Request for (check one): Change in existing policy _____

Creation of a Board policy _____

3. Problem with existing Board policy or lack thereof:

4. Date when request was received _____

5. Handling of request:

a. Reviewed by Policy Committee on _____

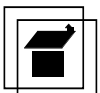
b. Referred to _____ for review on _____

6. Disposition of request: _____

7. Response provided to requestor on _____

Please send policy request forms to:

Millburn Township Board of Education
434 Millburn Avenue
Millburn, New Jersey 07041
Attention: Superintendent of Schools



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Revised & Adopted: 12 November 2012

