

Bylaws

Egg Harbor Township Board of Education

0164.2

REQUESTS FOR INFORMATION BY BOARD MEMBERS

A. Agenda Items

1. If a Board member has a question or requires additional information and the question or information request deals with an agenda item, then the Board member shall contact the administration with the question or information request no later than the close of business on the day prior to the scheduled Board meeting.
2. The administration will make every effort to answer the question or provide the information immediately. In the event that the question or informational request cannot be answered immediately, then the information needed to answer the question or fulfill the informational request will be provided at the earliest possible opportunity.

B. Non-Agenda Items

Frequently Board members may have interest in an issue that is not included on a current agenda and is not being carried as an item of "Old Business". Informational requests bearing on non-agenda items may be unduly time consuming for the administration. Accordingly, the following procedure should be followed with respect to informational requests for non-agenda items.

1. All requests should be addressed to the Board of Education President and copied to the Superintendent.
2. If the information requested is easily accessible and can be obtained without a substantial commitment of administrative resources, it will be provided to the Board member as soon as possible.
3. If the information is not easily accessible and cannot be obtained without significant research and/or commitment of administrative resources, the Superintendent will so inform the Board member. The Superintendent will make this determination within forty-eight hours of the request for information.
4. When the Superintendent advises a Board Member that the request for information cannot be supplied without a substantial commitment of administrative resources, then the information request, with the consent of the Board member requesting the information, will be listed as an item of "New Business" on the next Board agenda. If the Board member does not communicate their consent by the close of business the day prior to the next Board meeting, then the matter will not be included on the next Board agenda.

5. At the next regularly scheduled Board meeting, the Board will determine, by majority vote:

a. Whether administrative resources should be committed to the information gathering project requested;

b. The scope of the project; and

c. How the information gathered will be disseminated.

Adopted: 10/22/2002

Revised: 11/14/2017