

**GOVERNANCE & OPERATIONS**

**FILE CODE: GO/8600R**

GOVERNANCE PROCEDURES  
AMENDMENTS

Periodic Review of Bylaws

Criteria/Standards

NJSBA's Bylaws shall be reviewed in terms of the needs of NJSBA's membership and the efficient and orderly operation of the Association's governance structure.

The following issues shall be considered before recommending any changes to existing bylaws:

- A. Have the operating needs of NJSBA changed which require revision to the bylaws?
- B. Have there been external events that affect the effectiveness, relevance and/or clarity of the bylaws?
- C. Are there ambiguities in bylaws language making it subject to differing interpretations?
- D. Are the bylaws internally consistent?
- E. Are the bylaws relevant to NJSBA's governance structure?
- F. Is the intent of a particular bylaw more appropriately addressed in another bylaw area?
- G. Will a change to a particular bylaw affect any other bylaw?

Staff Responsibility

All Association staff who have occasion to refer to the bylaws should be alert to any inconsistencies or lack of clarity therein. Any staff member who identifies a bylaw that may need to be reviewed should bring it to the attention of the General Counsel using the Bylaws Review Form (Exhibit A) and should provide a brief explanation as to the need for review. On receipt of the Bylaws Review Form, the General Counsel shall send a copy to the Executive Director.

The General Counsel shall be responsible for coordinating the bylaws review process.

Review Schedule

Periodic comprehensive Bylaws review shall occur no less than every three years; periodic review shall not preclude bylaws amendments as needed during each three-year period.

Review Process

The General Counsel shall begin the Bylaws review process in a timely manner for Delegate Assembly review and approval. The Bylaws shall be reviewed by staff attorneys who shall include as part of the review those bylaws previously identified by staff on a Bylaws Review Form. The General Counsel shall solicit additional bylaws review recommendations through the department directors. Review of recommendations shall be processed using the Bylaws Review Form (Exhibit A).

Any recommendations for Bylaws revisions shall be reviewed by the Executive Staff for comment. The Executive Director shall bring any Bylaws amendment proposal(s) to the Board of Directors for review and comment at the next Board of Directors meeting, with final action to take place at the next Board of Directors

**N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N**

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Periodic Review of Bylaws (continued)

meeting. The Board of Directors may approve, reject or modify this bylaws review proposal. The Board of Directors shall forward its proposal to the Resolutions Subcommittee for inclusion in the Subcommittee's report to the Delegate Assembly pursuant to Article XII, Section 3 of the Bylaws.

Authority: BD 5/98  
DA 11/98  
BD 3/99  
BD 5/07  
BD 9/09  
BD 9/18