

**Bergen Community College
Board of Trustees
Section (BoT)**

Policy # BoT: 004-001: 2018

Effective Date: May 8, 2018

Responsible Official
Board of Trustees

Policy Board of Trustees – Board Meetings and Official Publications

Reason for Policy

To approve the Board Meetings and Official Publications

Entities Affected by this Policy

College personnel and the general public

Policy Statement

The Board of Trustees hereby designates the first Tuesday of each month as the date of its regular meeting and, unless otherwise modified by action of this Board, such meetings shall commence at 5:00 P.M. and be held at the campus designated in the annual notice.

In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. (OPMA), at its annual Organization Meeting, the Board shall adopt its annual notice of regular meetings for the subsequent year, setting forth the location, date and time thereof, and within seven (7) days of the Organization Meeting, the annual notice shall be:

1. Posted and maintained posted throughout the year in a prominent place reserved for such or similar announcements at each college campus;
2. Mailed to the College's two official newspapers, identified below; AND
3. Filed with the Bergen County Clerk.

Written notice giving the time, date, location and, to the extent known, the agenda of all special or rescheduled meetings shall, at least 48 hours prior to the meeting, be:

1. Posted in at least one prominent place reserved for such or similar announcement;
2. Mailed, telegrammed, or hand-delivered to the College's two official newspapers, identified below; and
3. Filed with the Bergen County Clerk.

Additionally, a copy of the annual notice shall be mailed to any person who requests a schedule of regular meetings and/or advance written notice of regular, special or rescheduled meetings of the Board of Trustees, subject to fees covering costs of mailing. All requests made pursuant to this paragraph shall terminate at midnight, December 31 of each year, but may be renewed. Notice requested by news media shall be mailed to one representative of such media free of charge. The following newspapers, circulating in Bergen County, are designated official newspapers for the transmittal of all legal notices of the Board of Trustees:

THE RECORD and *THE RIDGEWOOD NEWS*.

Upon the affirmative vote of three-quarters of the Trustees present, the Board of Trustees may hold a meeting notwithstanding the failure to provide the aforesaid notice in compliance with the OPMA, if (i) such meeting is required to deal with matters of such urgency and importance that delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; (ii) the meeting is limited to discussion of and acting with respect to such matters of urgency and importance; (iii) notice of such meeting is provided as soon as possible following the calling of such meeting by posting written notice of same in the public place reserved for such notice and also by notifying the College's two official newspapers, identified above, by telephone, or hand-delivery; and (iv) either (a) the College could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided; or (b) although the College could have reasonably foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

Related Documents/Policies

Policy History (adopted/amended)

Section A: AG

Adopted: 11/1/95

Resolution: R3

Updated: May 8, 2018