

**ATLANTIC & CAPE MAY COUNTIES ASSOCIATION OF SCHOOL BUSINESS OFFICIALS  
JOINT INSURANCE FUND  
(ACCASBO JIF)**

**RESOLUTION NO. 2023-02**

**ADOPTING PROCEDURES IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT**

**WHEREAS**, the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund (the "Fund") is duly constituted as a School District Self Insurance Fund and has been organized in accordance with the provisions of *N.J.S.A. 18A:18B:1-10*; and

**WHEREAS**, the participating Boards of education have made their respective designations of Commissioners who, in turn, have elected a Board of Trustees who will collectively serve as the Governing Body of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund; and

**WHEREAS**, The *Open Public Meetings Act* provides that upon the adoption by a public body of a schedule of meetings to be held during the calendar year that no further notice of those meetings will be necessary; and

**WHEREAS**, it is necessary for the Board of Trustees of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund to make certain other administrative and organizational determinations for the proper operation of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund;

**Now, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund, assembled in public session on May 17, 2023, that:

1. The Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund hereby designates the following schedule of regular meeting dates to be held at Alder Avenue Middle School located at 25 Alder Avenue, Egg Harbor Township, NJ, beginning with Closed Session at 12:00 Noon and Open Session immediately following Closed Session:

September 20, 2023

November 15, 2023

January 17, 2024

March 20, 2024 (Virtual)

May 15, 2024

2. A copy of all advance notices of special meetings of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund shall, at least forty-eight (48) hours in advance of the special meeting, be mailed to the newspapers designated in this Resolution; and be filed in the same manner as notices of other public meetings are posted.

3. Any person may request, in writing, that the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund mail to him or her a copy of the schedule of meetings and/or advance written notice of regular, special or re-scheduled meetings of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund. Upon prepayment by such person of the applicable fee set forth in this Resolution, the schedule and/or advance notice shall be mailed to that person. All requests made pursuant to this paragraph shall terminate at midnight, June 30th, subject to renewal thereafter upon filing of a new written request to the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund together with the prepayment of the applicable fee. Notices requested by news media shall be mailed to one representative of such media free of charge.
4. The following schedule of mailing fees is hereby established:
  - a. For a copy of the schedule of meetings and revisions thereto, the sum of \$10.00 per year.
  - b. For advance written notice of particular meeting designated in the request, the sum of \$3.00.
  - c. For advance written notice of all regular, special or re-scheduled meetings during the calendar year, the sum of \$10.00.
5. The following newspapers are hereby designated as the official newspapers for transmittal of all notices of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund required pursuant to the Open Public Meetings Act: **The Press of Atlantic City (Atlantic & Cape May Counties Editions).**
6. Upon the affirmative vote of three-fourths of the Trustees present, the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund may hold a meeting without compliance with the notice requirements of this Resolution if such a meeting is required to deal with matters of such urgency and importance that delay for the purpose of providing adequate notice would likely result in substantial harm to the public interest, and

**Be It Further Resolved,** that copies of this Resolution shall be provided, within seven (7) days of its adoption, to the newspapers designated above to receive notice of meetings, and to the Secretaries of the member Boards of Education, to the municipal clerk of each municipality and the county clerk of each county encompassed within the geographical limits of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund membership and shall be posted as required by law.

The foregoing resolution was duly adopted by the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund Board of Trustees at a public meeting held on May 17, 2023.

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Secretary