

BYLAWS OF THE TOWNSHIP OF ROCHELLE PARK

ARTICLE I - Effect of Bylaws

Except as otherwise provided by law, the provisions of these bylaws shall govern the conduct and procedures of the Township Committee of the Township of Rochelle Park.

ARTICLE II - Annual Meeting

Section 1. The Township Committee shall hold an annual meeting on January 1 of each year at 12 o'clock noon or on such other date and time during the first seven (7) days of January in any year, and at such place within the Township of Rochelle Park as may be fixed by a majority of the Township Committee at the last meeting of the Township Committee held during the prior year.

Section 2. The agenda for the Annual Meeting shall be as follows:

- Call to Order
- Open Public Meetings Act statement
- Roll Call
- Pledge of Allegiance
- Approval of Agenda
- Approval of Minutes
- Presentations (if any)
- Proclamations (if any)
- Public Portion of meeting – all items
- Receipt of Reports
- Correspondence
- Consent Agenda
- Public hearings and resolutions adopting previously
- Introduced ordinances
- Miscellaneous resolutions
- Resolutions introducing ordinances
- Resignations (if any)
- Appointments (if any)
- Administrator's report
- Attorney's report
- Committee report
- Clerk's report

Adjourn

Section 3. Public Portion Comments: Upon recognition by the Mayor, the person shall proceed to the floor and give his/her name and address in an audible tone of voice for the records. He/she shall limit his/her statement to three (3) minutes.

ARTICLE III - Organization

Section 1. The Township Committee, when duly elected or appointed and qualified, shall have the power and authority to elect one of its members as

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Chairman of said Committee, who shall preside at all meetings thereof and who shall be known as Mayor of the Township of Rochelle Park but shall have no additional authority by virtue of such designation except as may be otherwise provided by law applicable to the Township.

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Section 2. The Township Committee shall also have the power and authority to elect one of its members as Vice-Chairman of said Committee who, in the absence or disability of Chairman, shall have all the powers and duties of the Chairman and shall serve and be known as the Acting Mayor of the Township of Rochelle Park.

Section 3. In the absence or disability of both the Chairman and Vice-Chairman, the Township Committee may designate one of its members as Chairman Pro Tempore to preside at a meeting of the Township Committee.

Section 4. Members of the Township Committee shall serve in such capacity until the election or appointment and qualification of their successors.

Section 5. Agendas and all items scheduled for that agenda, such as proposed resolutions and ordinances, shall be received by the Township Committee members at least 48 hours prior to any meeting for proper review and consideration.

Section 6. Committee Members elect may attend closed session for all issue other than personnel and legal matters

ARTICLE IV - Quorum and Voting

Section 1. A majority of the full membership of the Township Committee shall constitute a quorum.

Section 2. A resolution or ordinance, except as otherwise provided by law, shall be passed by the affirmative vote of not less than a majority of those present.

Section 3. Official action, including the introduction or adoption of ordinances and the adoption of resolutions, may be taken at any meeting of the Township Committee, provided, however, that except in the course of emergent matters or upon the unanimous consent of the Township Committee, official action may not be taken on any new business at a meeting unless the subject matter thereof has previously been discussed at a prior meeting.

Section 4. Special meetings may be called by the Mayor and on the call of a majority of the Township Committee provided the Township Committee by delivery of same to the address of each member of the Township Committee or delivered via Township e-mail at least 24 hours in advance of the special meeting. To the extent known, notice of the special meeting shall specify the items or

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topics to be discussed and whether any official action is anticipated to be taken thereon.

Section 5. Notice of the annual schedule of meetings, any amendments thereto and special meetings shall be provided in accordance with the provisions of the Open Public Meetings Act.

Section 6. The agenda for regular meetings shall be as follows:

- Call to Order
- Open Public Meetings Act statement
- Roll Call
- Pledge of Allegiance
- Receipt of Reports
- Correspondence
- Public portion – all items
- Consent Agenda
- Public hearings and resolutions adopting previously
- Introduced ordinances
- Miscellaneous resolutions
- Resolutions introducing ordinances
- Administrator’s report
- Attorney’s report
- Clerk’s report
- Committee Reports
- Public portion of meeting
- Adjourn

Section 7. Public Portion Comments: Upon recognition by the Mayor, the person shall proceed to the floor and give his/her name and address in an audible tone of voice for the records. He/she shall limit his/her statement to three (3) minutes.

ARTICLE V - Committee Appointments

Section 1. The Mayor is hereby authorized and empowered to appoint Township Committee members and other persons to all standing committee and such other special committees as may be established from time to time. All appointees must be residents of Rochelle Park. If at any time during their appointment term an appointee ceases to be a resident of the township, their term shall automatically terminate.

Section 2. The following standing committees, consisting of one or more members, are hereby established:

- Board of Education
- Building, Grounds and Utilities
- Civil Rights
- Community Development

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Improvement of Public Areas (CIPA)
DPW
Recycling
Shade Tree
Finance
Fire Department/Fire Prevention/OEM
Health and Welfare
Historical Committee
Insurance
Parking Committee
Police and Auxiliary Police
Recreation
Senior Citizens
Municipal Court
Summerfest Concert
Teterboro Airport Noise Abatement Committee (TANAC)
Veterans Affairs
Library
OEM

Section 3. Township Committee members appointed to such standing committees shall serve as liaison between such standing committees and the Township Committee and shall report their activities to the Township Committee on a regular basis. All official action respecting such committees shall be taken by the Township Committee as a body.

Section 4. The Mayor or Township Committee may establish special committees for purposes other than embraced within the duties of the standing committees.

Section 5. Any Committee member who fails to attend five (5) of their respective committee meetings (absent extenuating circumstances) shall be removed from said Committee and the Mayor shall appoint a replacement to serve the remaining term.

ARTICLE VI - Ordinances and Resolutions

Section 1. All resolutions, including resolutions to introduce and/or adopt ordinances, are required to be moved by a committee member, seconded by another and have a roll call vote taken thereon.

Section 2. All resolutions, ordinances and motions, seconds and roll call votes thereon, shall be entered and recorded in the minutes by the Township Clerk.

Section 3. All ordinances and amendments thereto shall be presented in writing.

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Section 4. Ordinances all be entitled “An Ordinance (then add the subject matter thereof).” Ordinances shall be read by title only upon introduction on first reading. Upon the opening of a public hearing thereon, following publication as required by law, the Ordinance shall be given a second reading by title only. Except as otherwise provided by law, upon adoption thereof the title of said Ordinance, together with a notice of the date of passage, shall be published.

Section 5. The first section of every resolution shall begin as follows: “Be it Resolved by the Township Committee of the Township of Rochelle Park, Bergen County, New Jersey.”

Section 6. Resolutions shall be consecutively numbered each year with the last two digits of the year in which they are adopted, followed by a hyphen, preceding each such number.

Section 7. Every ordinance duly passed shall be recorded by the Township Clerk in a book, with a proper index to be provided for that purpose. Such book shall be deemed a public record of such ordinances and shall remain the custody of the Township Clerk. Every ordinance shall be signed in the book by the Chairman of the Township Committee and the Township Clerk.

ARTICLE VII - Rules of Order

Section 1. Except as otherwise provided by law or in these Bylaws, the conduct and procedures of the Township Committee shall be governed by the most recent edition of Robert Rules of Order (Revised).

Section 2. Videotaped meetings shall be retained online and not disposed of as per the state record retention rules.

Section 3. The Chairman shall decide all questions of order, without debate, subject to an appeal to the Committee.

ARTICLE VIII – Policy – Videotaping of Meetings

Intent and Purpose:

The Township Committee believes the residents of Rochelle Park will benefit from access to recent public meetings. In order to increase access to township meetings and add transparency the governing body has decided to video record (live stream) the Township Committee Meetings. It is important that residents and Township taxpayers have an alternate means of access to the meetings. There are several groups of people that would benefit from this access; residents that work nights, our aging community, individuals and/or caregivers of people with disabilities, as well as residents that have children. Subsequently the implementation of video recording Township Meetings will allow others that do not typically attend the meetings to better understand how the

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township is run. The interest of town's people is essential to how our government operates; by offering a secondary way to view the meetings we are encouraging engagement.

Procedure & Duties:

All Rochelle Park Township Committee meetings shall be live streamed (to the Rochelle Park Township YouTube channel). There will also be a link to the archived meetings via the Rochelle Park Township website.

The Township Administrator, Township Municipal Clerk, or Township Deputy Municipal Clerk shall be responsible for the following procedures:

- Prior to the start of the meeting:
 - Ensure that the camera is set up, the entire dais is in focus, and that the sound is audible.
 - Post signs on entrance doors and in the court room stating: "Video Recording in process during the meeting"
- Turn the system "ON" and start the recording process (streaming live to the Rochelle Park Township YouTube channel) when notified by the Mayor

- (approximately 1 minute prior to the start of the meeting), and follow the Mayors requests to switch the video on an off as needed throughout the meeting.
- After each meeting work with the Township IT department to post that meetings YouTube Channel link on the Rochelle Park Township Website.
 - Meeting will be posted promptly to the Rochelle Park Township Website (generally within 48 hours of the conclusion of the meeting).
- Maintain how the meetings are archived.
 - Recordings of the meeting will be maintained in accordance with the State of NJ Department of the Treasury Records Manual and associated retention schedules.

Should the equipment malfunction during the meeting; the Mayor may allow time for minor repairs, however the meeting may continue with or without the video recording.

If the equipment is not working at the start of the meeting the meeting may go on as scheduled. It is the responsibility of the Township Administrator to make all necessary arrangements to have the equipment fixed in a timely manner as well as to keep the equipment maintained and in proper working condition.

Videotaping of Township Committee Meetings by Members of the General Public

Members of the general public have the right to videotape portions or all of an open public meeting of the governing body – excluding closed or executive session discussions. To minimize the possibility of disrupting the public meeting of the governing body, any member of the public (a "citizen") who wishes to videotape portions or all of the public meeting must do so in accordance with the following guidelines:

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- a. The citizen must provide the Clerk of the municipality with no less than ten minutes verbal notice prior to the public meeting of his intention to exercise his right to videotape.
- b. The citizen must have completed setup of his videotape recorder and any related equipment by no less than five minutes prior to the official start time of the public meeting. As to the location of the videotape recorder and equipment, the same may only be set up by the citizen in the rear of the meeting room, as such location will be specifically identified to the citizen by the Clerk.
- c. The video recorder and any associated equipment utilized by the citizen must be compact, quiet, and generally unobtrusive. No more than one videotape recorder, and no added lighting may be used by any citizen. The videotape recorder and all associated equipment may not take up more than 10 square feet of space. No citizen is permitted to use any videotape recorder or associated equipment that makes any beeping sounds or other noises. Should beeping sounds or any other noise emanate from the videotape recorder or associated equipment at any time during the public meeting, the citizen shall be required to cease videotaping immediately.
- d. The citizen may not disrupt the public meeting with his recording equipment. The citizen may not set up or use the videotape recorder or equipment in such a way as to block or obstruct the view of other members of the public of the governing body proceedings. The videotaping by the citizen may only be done in a manner that does not violate the disorderly conduct ordinance, and must be generally orderly and unobtrusive. The citizen may not continually exit and re-enter the meeting room, or continuously move around within the meeting room, during the public meeting. The citizen must remain with the videotape recorder and equipment at all times, except for any period of time during which the citizen is making a comment in his turn during any public comment portion of the public meeting. The citizen may not "narrate" the proceeding, or speak into any videotape recorder or microphone. The citizen may not engage in any verbal conversation, discourse or comment whatsoever, unless the citizen is making a formal comment in his turn during any public comment portion of the public meeting.
- e. If the citizen chooses to cease videotaping at any time during the public meeting, he may do so; provided that the citizen may not commence removal (except for a hand-held videotape recorder) or begin to disassemble any videotape recorder or associated equipment until there is a break of at least five minutes of the public meeting or until the public meeting has concluded.

These guidelines are intended to ensure that the right of the public to videotape official public meetings of the governing body does not interfere with the business of the governing body or other citizens' right of access to the proceedings.

Effective Date:

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Upon approval of the resolution by the Township Committee the video recording shall commence when the Administrator has set up all of the necessary equipment and tested its functionality based on the above.

ARTICLE VIV - Adoption and Amendments to Bylaws

Section 1. These Bylaws may be adopted, amended, revoked or revised at any Annual Meeting of the Township Committee.

Section 2. Unless so adopted, amended, revoked or revised, these bylaws shall remain in effect from year to year without termination, unless amended in accordance with the terms of Section 3 and 4 thereof.

Section 3. Except at the Annual Meeting, all proposed amendments shall be submitted in writing at a scheduled meeting and shall not be acted upon until the next scheduled meeting subsequent thereto.

Section 4. Except at the Annual Meeting, these Bylaws may be amended only by a two-thirds vote of the Township Committee.

Amended: 2016, 2017, 2018, 2020 (At Reorganization Meeting)

Amended: 3/13/29 #2019-72

Amended: 6/26/19 #2019-131

Amended: 1/2/21 (At Reorganization Meeting)

Amended: [/ / 22] # []