

2:5 MEETINGS

Cable Television and Internet Accessibility

The Board of County Commissioners shall make their regular business meetings available for cable television coverage and on the County's website.

Dates, Times and Places

The dates, times and places of the agenda and regular meetings of the Board of County Commissioners in and for the County of Middlesex shall be fixed by the Board of County Commissioners at its reorganization meeting in accordance with N.J.S.A. 10:4-6 et seq. (Open Public Meetings Act), provided, however, that the Board may, if and when the occasion shall require, hold and conduct the meetings of the Board at such other time and place in the County of Middlesex, as, in the opinion of the Board, shall be necessary, proper and advisable.

Agenda Meetings

There shall be no public discussions at the agenda meetings of the Board. The matters for discussion at the agenda shall only be matters to appear on the agenda for the regular business meeting of the Board as well as to discuss any other business to come before a regular meeting of the Board at some future date. There shall be no formal official action taken at any agenda meeting of the Board, except resolutions to exclude the public made pursuant to N.J.S.A. 10:4-6 et seq. The Board shall review and/or discuss those resolutions which appear on the written agenda available at the meeting. County Commissioner chairpersons may, by a vote of the Board, add resolutions to the agenda. Those resolutions appearing on the agenda or added to the agenda, which the Board has reviewed and discussed, and are not excluded as hereinafter provided, may be adopted in the aggregate by the Board at its next regular meeting, upon a single motion of a Board member. Thereupon, the Board shall vote on all resolutions, in the aggregate, by each member present casting a vote. Any County Commissioner wishing to have a specific resolution or resolutions voted upon separately shall, at the agenda or next regular meeting, indicate this preference for such action. At the next regular meeting, any such resolution shall be read by title and voted upon separately. Emergency resolutions added to the agenda at the regular meeting shall also be read by title and voted upon separately. Upon request of a County Commissioner, the Board may, by majority vote, either remove a resolution from the agenda or hold a resolution appearing on the agenda.

Special Meetings

Special meetings of the Board shall be held on the written or printed order of the Director, or of any three members of the Board, specifying the business and object thereof, and the place where the meeting shall be held. The Clerk of the Board shall call any such special meeting upon receipt of such order, by written notice directed to the respective members of the Board, via post or electronic mail, at least two days before the day of the meeting. The notice shall state the business and object of the meeting and the place and time where the meeting is to be held.

Quorum and Voting

(1) Four (4) members of the Board of County Commissioners shall constitute a quorum for purposes of conducting the business of the Board.

(2) In case a sufficient number of the members of the Board of County Commissioners to constitute a quorum shall not attend at the time and place of any meeting of the Board, the members attending may adjourn the meeting to such time and place as they think proper.

(3) Unless otherwise provided by general law or in this Code, all matters coming before the Board shall be adopted by a vote of a majority of the members of the Board present.

(4) All votes shall be requested by alphabetical order with the County Commissioner Director voting last.

2:6 RULES OF PROCEDURE

Rules Governing

As far as practicable, the rules on proceeding and debate as contained in Roberts Rules of Order shall govern the proceedings and deliberations of the Board of County Commissioners.

Conduct of Public Meetings

The public business to be conducted by the Board of County Commissioners at any public meeting shall be those matters set forth on an agenda compiled by County Counsel and maintained by the Clerk of the Board, in accordance with the procedures outlined in this section and section 2:8.

Conduct of Remote Public Meetings

By Resolution [20-132R] adopted on November 5, 2020, the Board of County Commissioners instituted procedures and protocols for the conduct of remote public meetings during a Governor-declared State of Emergency in accordance with Section 8 of the newly enacted P.L. 2020 c. 34, and codified as N.J.A.C. 5:39-1.1 through 1.7. These protocols aim to ensure continuity of government operations and transparency in conducting public business when an emergency requires a governing body meeting to be held remotely. These protocols and procedures may be subject to change, at the discretion of the Middlesex County Board of County Commissioners ("Commissioners") based on the issuance of executive orders, regulations, or directives issued by the State.

Public Comments at Public Meetings

(1) Agenda Items

(a) Prior to the reading of any resolutions or the adoption of the consent agenda, the Board shall solicit comment concerning any resolution listed on the agenda from the general public. Public participation shall be limited to five (5) minutes per person, unless extended at the discretion of the County Commissioner Director. Each member of the public shall only be permitted to speak on one (1) occasion concerning agenda items.

(2) General County Business

(a) Immediately following the completion of the public business, the County Commissioner Director or, in his or her absence, the chairperson of the meeting, may, at the discretion of County Commissioner Director and pursuant to N.J.S.A. 10:4-12(a), shall open the floor to those members of the public present who may desire to make comment in relation to business of the County of Middlesex. Public participation shall be limited to five (5) minutes per person, unless extended at the discretion of the County Commissioner. Each member of the public shall only be permitted to speak on one (1) occasion during this portion of the meeting.

(3) Procedure for Public Comments

(a) Such persons desiring to speak shall seek the recognition of the chair by raising his or her hand and, upon being recognized by the chair, shall stand and inform the chair of his or her name and address, and shall take a position in the room where he or she may be heard by all those present.

(b) Any comment to be made by the public at such meeting shall be made in the form of a statement and shall not contain any references to personalities or motives, nor should the speaker use language unbecoming to the dignity of a public gathering.

(c) Any questions propounded by a member of the public shall be referred, if necessary, to the proper department head or office director for explanation or reply. The reply shall be made within a reasonable time.

(4) Public Hearings

Public comment with regard to any public hearing shall be limited to five (5) minutes per person, unless extended at the discretion of the County Commissioner Director or the chairperson conducting the public hearing, where appropriate, and further, unless otherwise specifically required by statute.