

RESOLUTION FOR RULES OF ORDER

WHEREAS, the Township Committee serves as the governing body of the Township of Holmdel; and

WHEREAS, it is the desire of the Township Committee to provide for effective and productive public meetings by conducting the large volume of township business within the time constraints available at public meetings and in an orderly manner; and

WHEREAS, the Township Committee welcomes public comments, and to that end, provision is made for a public comment period at each meeting; and

WHEREAS, pursuant to N.J.S.A. 10:4-12, the Township Committee is permitted to establish rules governing the public comment period.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Holmdel that the following provisions shall govern meetings of the Committee for the calendar year 2020:

Regular Meetings of the Township Committee shall be held on the second and fourth Tuesday of each month at Holmdel Town Hall, unless otherwise noticed in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.

The Order of Business at Meetings of the Committee shall be as follows:

1. Announcement of Meeting (Open Public Meetings Act Notice)
2. Roll Call
3. Salute to the Flag
4. Public Comment for Agenda Items Only
5. Consent Agenda
6. Introduction/Hearings on Ordinances
7. Approval of Minutes
8. Department Reports
 - Administrator's Report
 - Chief Financial Officer
9. Professional Reports
 - Township Engineer
 - Township Attorney
10. Board/Committee Reports
11. Business from the Committee
12. Public Comment
13. Adjournment

Matters listed on the Consent Agenda are considered to be routine and may be enacted by one motion and one roll call vote. If discussion is desired by a Committee Member, the item will be removed from the Consent Agenda and

considered separately. All Consent Agenda items will be reflected in full in the minutes.

The Order of Business may be suspended at the discretion of the Mayor or Committeeperson acting as the Mayor.

BE IT FURTHER RESOLVED that the that the following public comment protocol for Meetings of the Holmdel Township Committee is established and adopted for use at meetings of the Township Committee for the calendar year 2019, with the same incorporated by reference into the agendas for all meetings of the Township Committee for the calendar year 2019:

1. The Mayor or other Committeeperson acting as the Mayor shall act as the Chair.
2. Any persons desiring to speak on an ordinance or during the public comment period shall raise their hand and be recognized by the Chair before approaching the microphone.
3. Each speaker shall state his or her full name and address for the record before making comments.
4. As to the public comment period, each person recognized to speak may speak once for a maximum of three minutes.
5. Any speaker who exceeds the time limit shall be ruled out of order and subject to removal. Each three-minute period is personal to each speaker and may not be ceded to another person. No profanity shall be permitted, any person who uses profanity may be ruled out of order and subject to removal.
6. Questions or comments of the public should be directed to the Township Committee. If appropriate, the Chair may direct and recognize a staff employee or professional of the Township to respond. The Chair may request that any question asked of the Township Committee or its staff or professionals which, due to its complexity or need for research or factual investigation cannot be answered immediately, be placed in writing and directed to the appropriate Township official so that an answer may be provided as soon as possible.
7. Any aspect of this protocol may be suspended for a particular matter by vote of a majority of the Township Committee present at the meeting.

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel, do hereby certify this to a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at the Meeting held on January 2, 2020.

Wendy L Patrovich, RMC/CMR
Township Clerk