

**RESOLUTION APPROVING PROTOCOL FOR TOWNSHIP COMMITTEE
MEETINGS AND AUTHORIZING POLICIES FOR
THE TOWNSHIP COMMITTEE**

Mrs. Cohen offered the following resolution and moved its adoption:

WHEREAS, the Township Committee of the Township of Manalapan recognizes a need for the business of government to be accomplished in an orderly fashion; and

WHEREAS, establishing a Meeting Protocol Policy will provide for standards to be used during a Township Committee meeting for the order of business.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Manalapan that the attached Township Committee Meeting Protocol Policy is hereby approved for the year 2020.

BE IT FURTHER RESOLVED that the Township Clerk be and is hereby authorized to forward a certified true copy of this resolution to the Township Attorney and Administrator.

SECONDED by Mr. Jacobson and adopted on roll call by the following vote:

AFFIRMATIVE: Cohen, Jacobson, Musich, Nelson, McNaboe

NEGATIVE: None

ABSTAIN: None

ABSENT: None

DATED: January 3, 2020

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A
RESOLUTION ADOPTED BY THE TOWNSHIP OF MANALAPAN
DURING A MEETING HELD ON JANUARY 3, 2020



MUNICIPAL CLERK
TOWNSHIP OF MANALAPAN

Township of Manalapan Township Committee Meeting Protocol Policy

1 - Manalapan Township Municipal Code – Chapter 26; Section V explains the general organization of the Township Committee and provides some specific information about the order of business and the role of the Mayor and Committee. This section of the code is attached to this policy for reference.

2 - Robert's Rules of Order: The Manalapan Township Committee by resolution every year provides that Committee meetings shall proceed according to Robert's Rules of Order. The following is intended to supplement these rules.

3 - Public Comment/Hearing Conduct: The Township Committee has directed that input from the public during public comment periods be set at 5 minutes per speaker. If there are more than fifteen (15) speakers at a meeting the Mayor can limit public comment to 3 minutes per speaker minutes, provided there are no objections from the majority of the Township Committee.

A. Addressing the Committee: The Committee should be addressed as a collective body, and not individual members. Committee members wishing to ask a question of a speaker (either a fellow member or public participant) can request to do so through the Mayor. Questions from the speaker (either a fellow member or public participant), if any, should be directed to the Mayor who will determine whether, or in what manner, an answer will be provided. Speakers are to come forward to the podium and address the Township Committee directly.

B. Committee Interaction: In order to respect the speaker's time, Committee members will not engage in dialogue or debate with the speaker.

4 - Appearances: Requests for appearances are made to the made to the Township Administrator or Municipal Clerk. Presenters are expected to limit presentations to a ten (10) minute period unless otherwise authorized.

5 - Township Committee Reports: The Mayor's reports is limited to five (5) minutes and Township Committee reports are limited to 3 minutes.

6 - Cable Television Disclaimer:

7 - Proposed Agenda Outline

TOWNSHIP OF MANALAPAN
Agenda
Date

Workshop Session 5:30 p.m.

1. Meeting called to order
2. Statement of compliance with Open Public Meetings Act
3. Roll Call
4. Executive Session – Closed to Public

Public Portion of Meeting – 7:30 p.m.

5. Public Portion of Meeting called to order
6. Moment of silence and Salute to Flag
7. Appearances/Recognition
8. Proclamations
9. Township Committee Reports
10. Public Hearing:
11. Public Comment Session – Agenda Items Only
Please state your name and address clearly for the record

12. Workshop Session
LEGAL

ENGINEERING

CLERK

ADMINISTRATION

13. **CONSENT AGENDA:**
ALL MATTERS LISTED UNDER ITEM "CONSENT AGENDA" ARE CONSIDERED ROUTINE BY THE TOWNSHIP COMMITTEE AND WILL BE ENACTED BY ONE (1) MOTION IN THE FORM LISTED BELOW. THERE WILL BE NO SEPARATE DISCUSSION ON THESE ITEMS. IF DISCUSSION IS DESIRED ON ANY ITEM, THAT ITEM WILL BE CONSIDERED SEPARATELY.

Applications:

Resolutions:

14. OLD BUSINESS:

15. NEW BUSINESS:

A. RESOLUTIONS:

- (1)** Approving Bill List Dated
Totaling:

B. Introduction and First Reading of Ordinances

16. PUBLIC COMMENT SESSION – NON AGENDA ITEMS

Please state your name and address clearly for the record

17. ADJOURNMENT