

Karen Wynne

From: ASK NJ Media Co. <opra+request-9251-6ec80cf7@requests.opramachine.com>
Sent: Tuesday, January 28, 2020 3:02 PM
To: OPRA requests at Matawan Borough
Subject: OPRA request - Public Meetings Conduct

Dear Matawan Borough,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

Please send your response in PDF form.

All current bylaws, procedures, rules, resolutions or policies regarding the conduct and/or recording of public meetings.

Please include a Record Index with your response.

*A record index that identifies each record requested and the specific legal basis for a denial of access (including redactions) to each record.

Yours faithfully,

ASK NJ Media Co.

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-9251-6ec80cf7@requests.opramachine.com

Is karen.wynne@matawanborough.com the wrong address for OPRA requests to Matawan Borough? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=matawan_borough

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/public_meetings_conduct_32

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

CHAPTER II ADMINISTRATION*

Article I Mayor and Borough Council

2-1 THE GOVERNING BODY.

2-1.1 Organization of the Governing Body.

The Governing Body shall consist of the Mayor and six (6) Councilmembers elected at large by the voters of the Borough, all of whom shall be elected and take office in the manner provided by law. The term of office shall commence January 1 next following their election. (1971 Code § 2-2.1; New)

2-1.2 Rules of Procedure.

The Council may, by ordinance or resolution, adopt rules of procedure or bylaws not inconsistent with law or this Code. Proceedings at all meetings shall be conducted in accordance with Roberts Rules of Order, revised, except where the Council provides otherwise. The Borough Attorney shall be ex officio parliamentarian and shall give his opinion on questions of procedure at the request of members of the Council. (1971 Code § 2-5.7)

Article II Meetings of the Governing Body

2-5 MEETINGS.

2-5.1 Organization of the Council; Meetings.

a. The Governing Body shall meet for organization on the first day of January at 12:00 noon, or during the first seven (7) days in January in any year at the call of the incoming Mayor. Thereafter, the Council shall meet regularly within the Borough at such times and places as provided by the Rules of Council. All regular meetings shall be held within the Borough. The Council shall conduct public hearings no less than one (1) time per month.

b. The Mayor shall, when necessary, call special meetings of the Council. In case of his neglect or refusal, any four (4) members of the Council may call such meetings at such time in the Borough as they may designate. The request and call for a special meeting shall specify the specific purpose of the meeting and no other business shall be transacted at the special meeting other than that specified. In all cases of special meetings, twenty-four (24) hours written notice (or actual voice contact) shall be given to all members of the Council. Written notice may be by leaving such notice at their places of residence with an adult member of the household.
(1971 Code § 2-5.2; New)

2-5.2 Meetings Open to the Public.

All regular and special meetings of the Borough Council shall be open to the public, except for those portions of such meetings which the Council determines to hold in private session pursuant to the provisions of N.J.S.A. 10:4-6 et seq., "The Open Public Meetings Act." The rules of procedure to be followed and for the conduct of other business of the Council shall be provided by resolution. (1971 Code § 2-5.5; New)

2-5.3 Quorum.

Three (3) Councilmembers and the Mayor or, in the absence of the Mayor, four (4) Councilmembers shall constitute a quorum for the transaction of business. (1971 Code § 2-5.3)

2-5.4 Attendance at Meetings.

The Borough Attorney, the Borough Clerk and any other Borough officer or employee whose presence shall be required by resolution of the Council shall attend such meetings. (1971 Code § 2-5.8)

2-5.5 Conference Meetings.

The Council may convene at any time in informal conference for the study of municipal business as permitted by the Open Public Meetings Act. No persons other than those specifically invited by the Council to attend shall be permitted to be present at such conference. (1971 Code § 2-5.9)

2-8.4 Powers and Duties.

a. *Duties Pursuant to the Statute.* Pursuant to N.J.S.A. 40A:9-133, the Municipal Clerk shall:

1. Act as secretary of the municipal corporation and custodian of the municipal seal and of all minutes, books, deeds, bonds, contracts, and archival records of the municipal corporation. The Borough Council may, however, provide by ordinance that any other specific officer shall have custody of any specific other class of record;

2. Act as secretary to the Governing Body, prepare meeting agendas at the discretion of the Governing Body, be present at all meetings of the Council, keep a journal of the proceedings of every meeting, retain the original copies of all ordinances and resolutions, and record the minutes of every meeting;