

*Borough of Monmouth Beach, NJ
Wednesday, February 5, 2020*

Chapter 2. Administration

Article I. Board of Commissioners

2-1. BOARD OF COMMISSIONERS.

2-1.1. Organization.

[Ord. No. O-74-07]

The Board of Commissioners of the Borough of Monmouth Beach shall consist of three Commissioners, who shall be elected at large by the voters of the Borough at a regular municipal election and who shall serve for a term of four years beginning on the first Tuesday following their election.

2-1.2. Powers of the Board of Commissioners.

[Ord. No. O-74-07]

Pursuant to N.J.S.A. 40:72-2, all the executive, administrative, judicial and legislative powers of the Borough shall be vested in the Board of Commissioners, including the powers of a local Board of Health.

2-1.3. Meetings and procedures.

[Ord. No. O-74-07]

- a. Regular meetings. The Board of Commissioners shall organize on the first Tuesday following the regular quadrennial municipal election. At that meeting, or as soon thereafter as practical, the Board of Commissioners shall create all subordinate boards and appoint any officers that it deems necessary for the proper and official conduct of affairs of the Borough. After the organization meeting, the Board of Commissioners shall meet regularly at least once a month on the date to be determined by the resolution of the Board. When the time for any regular meeting of the Board of Commissioners falls on a legal holiday as prescribed by law, such meeting shall be held at the same hour on the next succeeding day which is not a legal holiday.
- b. Special meetings. Special meetings of the Board of Commissioners may be held on call of the Mayor or any two Commissioners in accordance with the provisions of N.J.S.A. 40:72-13.
- c. Procedure. The rules of procedure of the Board of Commissioners shall be provided by resolution.
- d. Attendance. All regular and special meetings of the Board of Commissioners shall be open to the public. The Borough Attorney and Municipal Clerk and such other municipal officers and employees as may be required by general or special order of the Board of Commissioners shall attend regular and special meetings of the Board of Commissioners.

2-1.4. Conference of the Board of Commissioners.

[Ord. No. O-74-07]

Subject to the provisions of the "Open Public Meetings Act," the Board of Commissioners may convene at any time in executive session for the study of municipal business or to meet with any officer or employee of the Borough or any other person on Borough business. No person other than those specifically invited by the Board of Commissioners shall be authorized to participate at any such executive session.

2-1.5. Quorum.

[Ord. No. O-74-07]

A majority of all the members elected to the Board of Commissioners shall constitute a quorum at any regular or special meeting of the Board of Commissioners, but a lesser number than a quorum may adjourn any meeting. If no member of the Board of Commissioners is present 1/2 hour after the appointed time for any meeting, the Municipal Clerk shall adjourn the meeting.

2-1.6. Governing rules.

[Ord. No. O-74-07]

Except as may be provided by resolution or motion, questions of order and methods of organization, the conduct of business of the Board of Commissioners shall be governed by "Roberts Rules of Order." The Borough Attorney shall be ex officio parliamentarian.

2-1.7. Agenda.

[Ord. No. O-74-07]

The agenda for each regular and special meeting of the Board of Commissioners shall be prepared by the Municipal Clerk except for emergency matters which may be added to the agenda at any time. The agenda for each regular meeting of the Board of Commissioners shall include only such matters of business as have been presented or delivered to the Clerk not later than 24 hours preceding the meeting. As soon as the agenda for each meeting has been prepared, the Municipal Clerk shall deliver a copy to each Commissioner.

2-1.8. Commissioners assigned to departments.

[Ord. No. O-74-07]

At the first regular meeting after the election of its members, the Board of Commissioners shall designate by majority vote one Commissioner to be Director of each Department.

2-1.9. Departments generally.

[Ord. No. O-74-07]

The administrative functions, powers and duties of the Board of Commissioners shall be allocated among and within the following departments:

- a. Public Affairs and Public Safety.
- b. Revenue and Finance.

- c. Public Works, Parks and Public Property.

2-2. MAYOR.

2-2.1. Selection of Mayor.

[Ord. No. O-74-07]

At the first meeting after their election, the Commissioners shall choose one of their number to preside at all meetings of the Board of Commissioners, and he/she shall be designated "Mayor."

2-2.2. Powers of Mayor.

[Ord. No. O-74-07]

The Mayor shall be President of the Board of Commissioners, shall preside at its meetings, supervise all departments and report to the Board of Commissioners for its action all matters requiring the attention of the Board of Commissioners or any department.