

RESOLUTION 6-20

A RESOLUTION ADOPTING GUIDELINES FOR THE CONDUCT OF BUSINESS AT TOWNSHIP COMMITTEE MEETINGS

WHEREAS, pursuant to N.J.S.A. 40A:63-6 the Township Committee is a legislative body of the municipality and may adopt a resolution for any purpose required for the government of the municipality and possesses all the executive responsibilities of the municipality; and

WHEREAS, pursuant to 2-1.5 of the Revised General Ordinances of the Township of Upper Freehold the rules of procedure to be followed and for the conduct of business of the Township Committee shall be provided by resolution.

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Upper Freehold that the following rules and procedures shall govern at all Township Committee Meetings for the year 2020:

A. Conduct at Meetings

1. The Mayor serves as Presiding Officer and shall conduct all meetings.
2. The Deputy Mayor shall serve as Presiding Officer and conduct the meeting when the Mayor is absent.
3. If the Mayor and Deputy Mayor are both absent, the Municipal Clerk shall call the meeting to order and conducts the nomination and election of a Temporary Chairperson to serve as Presiding Officer. The Temporary Chairperson shall conduct the meeting, but shall have no powers beyond those necessary to conduct the meeting.
4. A majority of the whole number of members of the Township Committee shall constitute a quorum.
5. If a quorum is not present one-half ($\frac{1}{2}$) hour after the appointed time for any meeting, the presiding officer or the Municipal Clerk may declare the meeting adjourned.
6. While the Township Committee is in session, the members thereof shall preserve order and decorum, and a member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Township Committee nor disturb any member while speaking, or refuse to obey the order of the Township Committee or its presiding officer.

7. If determined to be necessary by the presiding officer, a member of the New Jersey State Police, or other designee of the Township Committee, may be designated as the Sergeant-at-Arms of the Township Committee meetings. The Sergeant-at-Arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Township Committee meetings.
8. The Township Attorney shall be the Parliamentarian.
9. Meetings shall be conducted in accordance with these regulations and Robert's Rules of Order for items not covered in these regulations.

B. Agenda

1. The proposed agenda for each meeting shall be completed by the Municipal Clerk who shall consult with the Mayor as the presiding officer of the Township Committee. The Municipal Clerk shall make the proposed agenda available to the public at least 48 hours in advance of the meeting.
2. The Committee may amend the agenda as the first item of business at the meeting upon determination that a need to amend the agenda exists. A majority of committee members present must agree that a need exists in order to add an item for discussion.
3. Executive Session may follow each meeting as required. Although each Executive Session will commence as an open public meeting, Executive Sessions will be used by the Township Committee solely for consideration of matters which will be discussed pursuant to N.J.S.A. 10:4-12B. The public will be excluded from these Executive Session discussions. If the need exists, additional Executive Sessions may be scheduled at the beginning of a meeting.
4. The agenda for meetings of the Township Committee shall be as follows:
 - 1) Roll Call
 - 2) Pledge of Allegiance
 - 3) Notice of Public Meeting
 - 4) Department Reports
 - 5) Correspondence and Public Notices
 - 6) Approval of Minutes
 - 7) Presentations
 - 8) Public Hearings for Ordinances (five minutes per speaker)
 - 9) Consent Agenda
 - 10) Resolutions
 - 11) Introduction of Ordinances

- 12) Discussion Items
- 13) Privilege of the Public (five minutes per speaker)
- 14) Privilege of the Committee
- 15) Executive Session if needed
- 16) Adjournment

- 5. The Municipal Clerk shall read all Ordinances by title only, before introduction and adoption.
- 6. The items listed within the consent agenda portion of the meeting will have been previously referred to the Township Committee for reading and study, a copy placed on the bulletin board of the meeting room and are considered routine and will be enacted by one motion of the Township Committee with no separate discussion. If separate discussion is required, the item may be removed from the consent agenda by Township Committee action and placed on the regular agenda under new business.
- 7. During the "Privilege of the Committee" portion of the meeting, statements will remain brief. If during the comment session, issues are identified which may need further discussion or decision, that issue will be placed on an upcoming agenda by majority vote of the members present.
- 8. No meeting shall continue beyond 10:00 p.m. without affirmative vote of the majority of members present.

C. Addressing the Committee

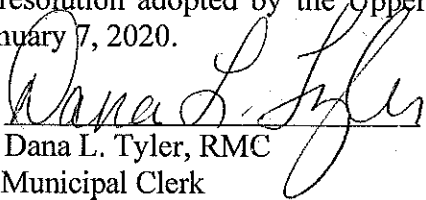
Any person desiring to address the Committee shall first seek recognition by the Mayor or presiding officer and upon recognition, shall proceed to the floor and give his or her name and address. Statements shall be limited to three minutes, and remarks shall be confined to the order of business prescribed by this section:

- 1. Ordinances. Any Township resident and all persons interested shall be given an opportunity to be heard concerning ordinances. The opportunity to be heard shall include the right to ask pertinent questions concerning the ordinance by any resident of the municipality or any other person affected by the ordinance.
- 2. During the "Privilege of the Public" portion of the meeting, any resident may address the Committee on any matter over which the Committee has jurisdiction; a response may be given during Privilege of the Committee.

3. Any person(s) making personal, defamatory or profane remarks or who willfully utters loud, threatening or abusive language or engages in any disorderly conduct which disturbs or disrupts the orderly conduct of any meeting shall be called to order by the presiding officer. If such conduct continues, the presiding officer of the Township Committee, at his discretion, may order such person removed from the meeting.

BE IT FURTHER RESOLVED that the Township Committee of Upper Freehold Township may according to law amend these guidelines as needed from time to time.

I hereby certify the above to be a true copy of a resolution adopted by the Upper Freehold Township Committee at a meeting held January 7, 2020.


Dana L. Tyler, RMC
Municipal Clerk