

RESOLUTION 2026-1
RESOLUTION ACCEPTING THE RULES OF THE BOROUGH COUNCIL AND ROBERT'S RULES OF ORDER

WHEREAS, the Borough Council of the Borough of South River has heretofore adopted an amended and compiled "**RULES OF THE BOROUGH COUNCIL**" for the conduct of municipal business; and

WHEREAS, the Borough Council desires to readopt the same for the year 2026.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Borough Council of the Borough of South River in the County of Middlesex, New Jersey that the said amended and compiled "**RULES OF THE BOROUGH COUNCIL**" be and the same are hereby adopted for the year 2026 with "**ROBERT'S RULES OF ORDER**" prevailing in all instances where the Rules of the Borough Council do not govern.

Section One :

The rules herein will be in effect from January 1, 2026. Once adopted, no rule of this Governing Body, or part thereof, shall be amended, or suspended, without consent of two-thirds of the entire Council.

The Governing Body shall be governed by Chapter 59 of the Code of South River, Rules of the Borough Council, Robert's Rules of Order Newly Revised (11th Edition) and all other rules adopted hereunder.

Section Two:

The regular meetings of the Borough Council of the Borough of South River shall be held in accordance with the schedule of meetings adopted by Resolution at the annual Organization Meeting of the Borough Council.

Special Meetings of the Mayor and Borough Council of the Borough of South River shall be called and held as provided by statute and upon written notice designating the time and place of said Special Meeting, authorized by the Mayor or four members of the Borough Council, which notice shall be given to all members of the council at least forty-eight (48) hours before the time of the said special meeting. Said written notice shall contain the name and signature of those calling the meeting and shall include the reason(s) as to why the meeting is being held.

The Governing Body Members(s) requesting the Special Meeting shall contact the Borough Clerk who will notify TV-35 in order to arrange for the taping and broadcasting of said meeting, providing that a volunteer staff member is available for same.

Continued and adjourned meetings of the Mayor and Borough Council of the Borough of South River shall be called and held at the time and place designated by the Mayor with the consent of the Council.

All above described meetings shall be open to the public and will comply with (Chapter 231 P.L. 1975), subject to provision providing for executive sessions.

The business of each **REGULAR MEETING** shall be conducted in the following prescribed manner:

Meeting called to order by the presiding officer.
Statement of Notice of Publication
Call of the roll.
Salute to the flag.
Moment of Silence
Proclamations, Honors, Awards, and Presentations
Executive Session (when necessary)
Agenda Session (Discussion Only)
Ordinances requiring a second reading

Ordinances requiring a first reading
Reports of Mayor, Administrator, Director of Law, Clerk, Council Reports
Public Comment (5-minute limit)
Consent Agenda (Resolutions)
New Business (Resolutions requiring a reading)
Governing Body Comments For the Good of the Cause
Adjournment.

The Mayor will determine the Seating Arrangements for all meetings (Regular and Special).

All agenda items must be received by the Borough Clerk, on the prescribed forms, by 12 noon on the Tuesday preceding the Regular Meeting. The Borough Administrator, Mayor and Borough Clerk shall finalize the agenda so that all members of the Governing Body shall receive the agenda and said agenda shall be published on the Borough website by the close of business that Friday.

Appearances before the governing body must be arranged by the Thursday preceding the Regular Meeting and will require the Mayor's approval of four council members. All Governing Body members need to be informed of the reason for the appearance twenty-four (24) hours in advance of the appearance.

Public comment shall be afforded all members of the general public at each regular, and special meeting of the Mayor and Borough Council. Any member of the general public desiring to address the governing body shall do so upon recognition of said speaker by the Chair. The speaker shall first identify herself/himself by name and address. The speaker shall be permitted to address the governing body on any topic that is for the good and welfare of the general public. Comments, questions or other reasons for an appearance, as well as responses from the governing body, shall be limited to 5 minutes per speaker. No questioning of individual members of Council shall be permitted by any speaker. In the event a speaker wished to pose a question to any individual member, she/he shall address the question to the Chair, the time limitation imposed by this Rule may be waived or modified by the Presiding Officer or by a majority of the Council Members present, upon motion duly made and seconded. No member of the public shall be allowed to poll the council on any issue. The Presiding Officer shall on all occasions preserve the strictest order and decorum and shall cause the removal of all persons who interrupt the orderly proceedings of the Governing Body.

The Mayor may request the Division of Police to designate a police officer to serve as Sergeant-at-Arms at council meetings. She or he shall carry out all orders and instructions given by the Mayor or presiding officer for the purpose of maintaining order and decorum at Council meetings.

When a sufficient number of the members to constitute a quorum are present, the Mayor, or in his/her absence, the President of the Council, or in his/her absence, a President Pro Tempore, whom the quorum shall appoint, shall call them to order.

As soon as the members come to order, the Borough Clerk shall call the roll (Mayor, followed by Council Members in alphabetical order, ending with Council President) and note the absentees. In case of the absence of the Borough Clerk, the Deputy Borough Clerk shall assume the duties of the Borough Clerk.

Section Three:

When an ordinance is presented, the presiding officer shall direct that the title of the ordinance be read by the Clerk, it shall then be read and decided upon, which the main question shall be put: "Shall the ordinance be adopted on First Reading by Title only and advertised as required by law for Public Hearing on Second Reading prior to Final Passage?" or words to that effect. When an ordinance is taken up on Final passage after public hearing, it shall be read, and after the reading the vote shall be taken. The Governing Body, by majority vote, shall have the right to waive the full reading of said ordinance if the ordinance has been posted and published in accordance with law. Any ordinance may be amended at first reading or at the public hearing prior to final passage.

Section Four:

The Borough Council shall act as a Committee on the whole. The Mayor, with the consent of the Borough Council, shall appoint members to act as liaisons to all departments, boards and commissions as deemed necessary. Special Committees may be appointed by the Mayor from time to time. Each Special Committee shall consist of at least two (2) members, and the Mayor shall designate the Chairperson of all Special Committees. The Mayor shall be an ex-officio member of all committees.

Section Five :

Each Liaison shall:

Serve as a liaison between the governing body and the Borough departments covered by subject matter of the said appointment.

Report back to the Governing Body (either written or oral as requested) with the activities that have or shall be transpiring within the appropriate Borough Department, Board or Commission to which said Council Member acts as a liaison.

Be informed by the department heads within the jurisdiction of his/her specific assignment of all major events within the said department.

Under no circumstances would any committee chairperson have the authority to act in an administrative capacity by attempting to direct department heads or borough employees in the performance of their duties.

Only be allowed to contact or request information from Department Heads within their immediate departments.

Nothing shall preclude the Mayor or any Borough Council Member from contacting the Borough Administrator in an effort to resolve a citizen complaint concerning borough services.

Section Six :

Standing Committees of the Borough Council shall be the following:

Committee on Budget
Committee on Public Safety
Committee on Utilities

Borough Council Liaisons shall be as follows:

Finance & Administration
Environmental Commission/Shade Tree/ Green Team
Facilities Management
Human Services

- Mayor's Advisory Council on Aging
- Mayor's Advisory Committee on Persons with Disabilities
- Board of Health
- Human Relations Commission

Economic Development and Planning/ Economic Development Commission
Cultural Arts and Heritage Commission
Recreation Advisory Committee
Board of Education

Municipal Alliance
Library Board of Trustees
Cable Television Advisory Board/TV-35

Section Seven :

All bills, demands, or claims for payment; shall:

Be accompanied by a voucher, on a form to be prescribed by the Chief Financial Officer; be itemized, specifying job numbers or descriptions particularly how the bill or demand is made up, and certified, by the party claiming payment, that is correct; and

Shall contain the certification of the Borough Administrator and the department head in whose department the indebtedness has been incurred, that the goods have been received by, or the service rendered to the Borough. All vouchers shall be referred to the certifying and approval officer for his review and approval. All approved vouchers shall be submitted by the certifying and approval officer to the Borough Council, at its next regularly scheduled meeting, for final approval or disapproval.

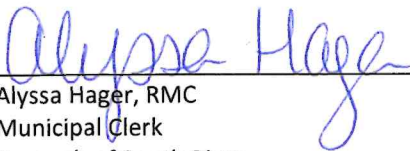
The Borough Council shall have READ ONLY access to Financial/Purchasing System with the ability to review all Purchase Requests.

Section Eight:

All Borough Ordinances shall be presented and passed in accordance with the requirements of Title 40 of the NJ Statutes Annotated. Every Ordinance passed by the Council shall be approved or vetoed by the Mayor in accordance with the said Statute. In the event that the Mayor shall not approve an Ordinance, but shall veto it, he shall expressly follow the said Statute by communicating to the Borough Clerk, his objections in writing and clearly state his veto in the present tense.

COUNCIL	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
<i>Councilwoman DaSilva</i>			X			
<i>Councilman Donato</i>			X			
<i>Councilman Dziemian</i>		X	X			
<i>Councilman Giannakopoulos</i>			X			
<i>Councilman Gurchensky</i>			X			
<i>Council President DeSantis</i>	X		X			

I do hereby certify that the foregoing is a true and exact copy of authorization to approve the foregoing resolution adopted by the Mayor and Borough Council of South River on January 1, 2026


Alyssa Hager, RMC
Municipal Clerk
Borough of South River