

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF SOUTH HARRISON
SETTING FORTH THE FORMAT FOR THE TAKING AND
MEMORIALIZATION OF MINUTES**

WHEREAS, the Committee of Township of South Harrison has recognized the need to codify the manner in which minutes are taken, memorialized and adopted by the Township Committee; and

WHEREAS, the procedure for the keeping of such minutes should be reviewed at each Reorganization Meeting from this point forward in order to provide flexibility in the format and adoption procedures for the keeping of minutes; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of South Harrison, County of Gloucester, State of New Jersey that the following procedure is hereby adopted for the taking and format of minutes, memorialization of minutes, and adoption by the Township Committee:

- (1) As soon as practicable following the conclusion of a regular or special meeting of the Committee of the Township of South Harrison, the Township Clerk shall cause minutes to be prepared to be adopted at the next regularly scheduled meeting of the Township Committee. It is recognized that the minutes for all special meetings, due to their close proximity to the next regularly scheduled Township Committee meeting, and their frequency at certain times of the year, may not be available for adoption, and therefore the same should be prepared for the next following regularly scheduled meeting, or at such meeting as agreed upon by the Municipal Clerk and Township Committee.
- (2) The minutes shall memorialize all official business at a meeting such as the following:
 - (a) Sunshine Law Announcement;
 - (b) Roll Call;
 - (c) Reports of Committee Members, Township Officials and Professionals;
 - (d) Action on (including references to public comments if the second reading of an Ordinance) as to all Resolutions and Ordinances adopted or rejected by the Township Committee;
 - (e) Comments as to any old or new business by the Township Committee;
 - (f) Public comments when the meeting is opened generally to the public;
 - (g) Any motions to go into executive session (with separately kept closed session minutes); and
 - (h) Motion for adjournment.
- (3) The format of said minutes, in addition to setting forth all actions taken by the Committee as set forth under number (2) above, shall summarize any and all comments made by any Committee Person, Employee, Professional or Member of the public in a summary fashion, setting forth the general subject matter of the comment, any reply or answer from any Committee Person, Professional or Employee and any recommended course of action (if any) stated by the Mayor, Township Committee Person, Employee or Professional. The minutes are to be a summary only of any comments or discussions and need not be a verbatim record of all statements made.
- (4) Upon completion of a draft of the minutes by the Township Clerk, all members of the Township Committee shall receive the prepared minutes, by email, fax or other agreed upon delivery method preferred by a Committee person not less than seven (7) days prior to the next regularly scheduled Committee meeting. Minutes are to be reviewed by members of the Committee and any revisions or comments are to

be emailed, faxed or otherwise delivered back to the Township Clerk not later than the close of business on the Friday prior to the regularly scheduled Committee meeting.

- (5) The Township Clerk shall then make any recommended changes or modifications including but not limited to spelling and grammatical errors. If there are substantive modifications as to the content, which are not capable of being confirmed by listening to a recording of the meeting, these must be resolved through vote at the next Township Committee meeting. However, should the Clerk be required to listen to the tape recording of the meeting in order to determine if substantive changes are to be made to the minutes, the time for the Clerk to submit the proposed minutes for approval by the Township Committee shall be extended to the second subsequent regularly scheduled meeting.
- (6) The minutes, following adoption by majority vote of the Township Committee, shall be signed by the Mayor and the Township Clerk, who shall attest that they were duly adopted upon a date, stated and when so signed, and shall be final and deemed to be a public record of the meeting and any action by the Committee. Any omission by the Clerk or the Mayor to approve, sign or certify as required shall not affect the validity of any Ordinance or Resolution which has been duly adopted.
- (7) Within thirty (30) days of the memorialization of the minutes of any meeting, the Township Clerk and/or Business Administrator, or any appropriate designee, shall cause the same to be posted on the official Township website in recognition of the importance, recognized by the Township Committee, of Open Government Action.
- (8) Minutes for Closed Sessions will not contain the above-mentioned content and will not be posted on the Township website.

This resolution was adopted at a meeting of the Township Committee on September 10, 2008 and shall take effect immediately.

TOWNSHIP OF SOUTH HARRISON:

Mayor Charles Tyson

ATTEST:

Nancy E. Kearns, RMC
Municipal Clerk

CERTIFICATION

I hereby certify the above to be a true copy of a Resolution adopted by the Township Committee of the Township of South Harrison at a regular meeting held on the 10th day of September 2008.

Nancy E. Kearns, RMC
Municipal Clerk