

**RESOLUTION R-10-11**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF SOUTH HARRISON RENEWING RESOLUTION R-05-92 SETTING FORTH PROCEDURES FOR AGENDA AND PUBLIC SESSIONS FOR THE SOUTH HARRISON TOWNSHIP COMMITTEE MEETINGS**

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of South Harrison that the following procedures will govern the Agendas and Public Meeting Sessions:

**1. AGENDAS**

- A. Agenda shall strive for a meeting adjournment time of approximately 11:00 p.m. for regular night meetings.
- B. Agenda shall be finalized by the close of business at 5:00 p.m. on the seventh calendar day prior to the meeting date.
  1. No additions shall be permitted after submission deadline unless additions meet the requirements of Section E (5).
  2. Agenda package shall be available to the Committee members in FINAL FORM by 4:00 p.m. two (2) days prior to the scheduled meeting.
- C. ALL agenda items must include a synopsis/handout of the item for Committee members and Township Attorney review prior to the meeting.
  1. Shall include topic, discussion points, conclusion/request, or copy of ordinance/resolution, etc.
- D. Must be relevant to the operation of the township and believed to be within the scope of the Township Committee
- E. To be included on the agenda items must:
  1. Be a carryover from a previous meeting for final action of the Committee
  2. Be a new ordinance or resolution for which Committee approval is required
  3. Be requested by the Committee at a previous meeting to be added to this meeting's agenda
  4. Be requested by a department or agency of South Harrison Township or the local or regional school districts
  5. OR: Be approved for inclusion by any two committee members
    - Must meet all other requirements
    - Item must include sufficient copies of a synopsis/handout of the item for Committee

member's and Township Attorney's review prior to the meeting

- Shall be designated a specific time duration – preferably less than 30 minutes
- Must be relevant to the township business – (ex: not a solicitation for new business)

F. All requests to appear before the Township Committee which DO NOT meet the above criteria shall be heard as a part of the OPEN TO THE PUBLIC portion of the regular meeting.

## 2. OPEN TO THE PUBLIC PORTION OF REGULAR MEETING

- A. Shall be held at every regular meeting
- B. Public Session shall be allotted not less than 30 minutes in total. If no/few speakers, the public session shall be closed at completion of last speaker's time allotment
- C. Each speaker shall be allowed 5 minutes to speak. At the discretion of the Committee, an additional 5 minutes may be granted. Speakers shall be time-limited, as required, based on the number requesting/expected to speak to allow all wishing to speak ample time. Time allotment is non-transferable among speakers.
- D. If the Committee feels that the topic requires additional Committee time or action, it may request the item be added to the agenda of a future meeting. The item must still meet the agenda item requirements above.
- E. Public Session MAY FOLLOW required closed session meeting.

DATED: January 1, 2010

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James McCall, Mayor

ATTEST:

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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 1<sup>st</sup> day of January 2010.

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Nancy E. Kearns, RMC  
Municipal Clerk