

RESOLUTION R-16-05

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 members 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 nontransferable 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.

TOWNSHIP OF SOUTH HARRISON

James McCall, Mayor

ATTEST:

Nancy E. Kearns, RMC,
Municipal Clerk

CERTIFICATION

I hereby certify this to be a true copy of a resolution adopted by the Township Committee at the reorganization meeting of the Township of South Harrison held on the 1st day of January 2016.

Nancy E. Kearns, RMC
Municipal Clerk