

**TOWNSHIP OF BEDMINSTER TOWNSHIP COMMITTEE
REORGANIZATION MEETING
JANUARY 6, 2014**

RESOLUTION No. 2014-001

WHEREAS, the Bedminster Township Committee desires to establish *Rules of Order* for the Bedminster Township Committee for calendar year 2014.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Bedminster, in the County of Somerset and State of New Jersey, that the following shall be the *Rules of Order* of the Township Committee of the Township of Bedminster for the calendar year 2014:

1. The meeting dates of the Township Committee shall be in accordance with the dates set forth in Resolution No. 2014-003.
2. At the annual reorganization meeting, the Township Committee shall, by resolution, adopt this *Rules of Order*. The Township Committee shall elect, by majority vote of its members, one of its members as Mayor of the Township Committee for the ensuing year.
3. Meetings of the Township Committee shall be called to order by the Mayor or, in his or her absence, a designee. Three members of the Township Committee shall constitute a quorum to conduct business. A majority of all members of the Township Committee shall be required to vote in the affirmative to pass any ordinance pursuant to N.J.S.A. 40A:63-3g.
4. The regular order of business at each regular meeting shall be as follows:
 - (a) Call Meeting to Order
 - (b) Open Public Meetings Act Statement
 - (c) Pledge of Allegiance
 - (d) Approval of Minutes
 - (e) Permits and Raffles
 - (f) Public Comments (comments limited to 3 minutes)
 - (g) Monthly Reports
 - (h) Administrator's Report
 - (i) Introduction of Ordinances
 - (j) Discussion of Introduced Ordinances
 - (k) Public Hearings on Ordinances
 - (l) Consent Agenda (includes items of a routine nature for items upon which consensus has been reached previously. Township Committee members may remove any item from the proposed agenda for discussion and possible adoption later in the meeting)
 - (m) Resolutions
 - (n) Approval of Bill Lists
 - (o) Discussion Items
 - (p) Old Business
 - (q) New Business
 - (r) Public Comments
 - (s) Township Committee Comments
 - (t) Executive Session (if needed)
 - (u) Adjourn
 - (v) Correspondence (listed at end of agenda)
5. The Township Committee shall, by resolution, appoint its members to oversight responsibilities in designated areas and operations of Township government. One or two Committee Members shall serve in each assignment with one designated as the chair when two are assigned. Representatives shall report on an as-needed basis to the full governing body. Such assignments shall not constitute a delegation, nor, in any way, impair the exercise of the inherent authority and powers of the Township Committee as a

whole. The Township Committee may appoint ad hoc committees or task forces as it deems appropriate.

6. The Mayor or the Mayor's designee from the Township Committee (in the absence of the Mayor) shall be the presiding officer and preserve order and decorum and shall decide all questions of order, subject to being overruled by motion and majority vote of the Township Committee. The Mayor or Mayor's designee (in the absence of the Mayor) shall sign all resolutions and ordinances enacted at a meeting.
7. In the event that the Mayor and designee are absent, the most senior member of the Township Committee shall be the designee and such designated member shall assume all of the responsibilities and duties with respect to the conduct of such meeting as set forth in these Rules of Order.
8. All meetings of the Township Committee shall be open to the public with opportunity for public participation as required by law where designated on the agenda or as allowed by the presiding officer (subject to being overruled by motion and vote of the Township Committee).
9. Before speaking, a Township Committee member or a member of the public shall be acknowledged by the presiding officer. The speaker shall always address his or her remarks directly to the presiding officer.
10. *Robert's Rules of Order* shall govern on all points not provided for in this resolution, subject to applicable provisions of the law.
11. Discussion may follow a motion that has been made and seconded. If motion to amend the original motion is offered and seconded, this amending motion must be voted upon prior to a vote on the original motion. Should a challenge occur on the motion, the Township Committee shall not act; but they may lay the question on the table, postpone the question to a stated time or indefinitely, refer the question to a committee, amend the motion, or adjourn.
12. No amendment shall be received if its subject matter is foreign to that of the motion or resolution.
13. No member of the Township Committee shall speak more than once on a question until each member of the Township Committee has had an opportunity to speak.
14. A Committee Member who has voted with the majority on any question may move for a reconsideration at the same meeting or subsequent regular meeting; however, the same question may not be reconsidered a second time without the majority consent of the members of the Township Committee.
15. Upon the request of any Committee Member any motion or resolution shall be set in writing. No motion or resolution may be withdrawn after being decided.
16. The vote of each Township Committee member shall be recorded in the minutes taken by the Township Clerk. Roll Call votes shall be for: Adoption of any ordinance, the Consent Agenda, individual agenda resolutions, and the annual budget. All such votes shall be by simple majority of those present; however, three members of the Township Committee must vote in the affirmative to pass any ordinance. Bond ordinances shall require a vote of two-thirds (four) of Township Committee Members as provided by law.
17. A vote on any matter may be called and must be taken immediately.
18. The recording system used by the Township Clerk during a public meeting does not constitute an official document of the Township Committee, but is used solely for the convenience of the Township Clerk in compiling the minutes. Copies may be made available for purchase by interested members of the public during business hours.

19. This *Rules of Order* shall not be altered, amended or repealed except by resolution adopted by the Township Committee.
20. Any and all previous *Rules of Order* adopted by the Township Committee are replaced by this *Rules of Order*.

ATTEST:

BEDMINSTER TOWNSHIP COMMITTEE

By: _____
 Judith A. Sullivan, RMC
 Township Clerk

By: _____
 Steven E. Parker, Mayor

CERTIFICATION

I, Judith A. Sullivan, Township Clerk of the Township of Bedminster, County of Somerset, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a Resolution adopted by the Township Committee at a Regular Meeting held on January 6, 2014.

 Judith A. Sullivan, RMC
 Township Clerk

Introduced	Seconded	Township Committee	Aye	Nay	Abstain	Absent
		Steven E. Parker, Mayor				
		Bernie Pane				
		Carolyn Freeman				
		Lawrence F. Jacobs				
		Staci Santucci				