

**TOWNSHIP OF WARREN  
RESOLUTION NO. 2023-011**

**ESTABLISHING RULES OF ORDER**

**BE IT RESOLVED** by the Township Committee of the Township of Warren, in the County of Somerset, that the following shall be the Rules of Order of the Township Committee of the Township of Warren for the year 2023:

1. The reorganization meeting of the Township Committee is held on January 5, 2023, at 6:00 p.m. at the Susie B. Boyce Meeting Room and meetings shall be held as follows:

The Township Committee shall establish by resolution adopted at the reorganization meeting an annual schedule of meetings. Other meetings may be held or scheduled at such other times as may be determined by the Township Committee. A resolution authorizing these meetings is not required. All meetings shall be noticed pursuant to the provisions of the Open Public Meetings Act.

2. At the annual organization meeting, the Committee shall by resolution, adopt the rules of order. It shall also elect, by majority vote of all its members, one of its members as Chairman of the Township Committee who shall be known as Mayor for the ensuing year and another of its members as Vice Chairman who shall be known as Deputy Mayor for the ensuing year. The Deputy Mayor may, in the absence of the Mayor from the Township or from any meeting of the Township Committee, or in the event of incapacity of the Mayor, perform any and all duties of the Mayor, in accordance with applicable law.
3. Meetings of the Township Committee shall be called to order by the Mayor or, in his/her absence, by the Deputy Mayor or, in the absence of both the Mayor and Deputy Mayor, by the senior member present. Three members shall constitute a quorum, but a smaller number may meet and adjourn from time to time. In any event, the adoption of any ordinance, resolution or motion, except a motion to adjourn, shall require the affirmative vote of a majority of all members of the Township Committee except as may be otherwise provided by law.
4. The regular order of business at each regular meeting shall be as follows:

Call to order  
Flag salute  
Public Hearings  
Minutes of previous meeting(s)  
Reports of Township Officers or Officials  
Reports of Standing Committees  
Comments on agenda items by the public  
Bills  
Communications and petitions  
Deferred business  
New business  
Discussion  
Privilege of the floor  
Adjournment

This order of business may be altered for any single meeting by motion made and duly adopted at that meeting.

A Consent Agenda as may be authorized by the Township Committee may be utilized for conducting business.

5. Any three members of the Township Committee may, when necessary or advisable, call a special meeting of the Township Committee, provided adequate notice is given in accordance with Section 3-D of the Open Public Meetings Act. At such a special meeting, discussion shall be limited to only agenda items that were listed on the aforesaid notice.
6. The Mayor may appoint subcommittees and the chairperson thereof, with the consent of the Township Committee, comprised of members of the Township Committee to have the primary responsibility for the care of specified fields of Township Government, but the appointment of such subcommittees shall not constitute a delegation of, or in any way impair the exercise of, the inherent authority and powers of the Township Committee as a whole.
7. The Mayor or presiding officer shall preserve order and decorum and shall decide all questions of order, subject to being overruled by motion of the Township Committee. All meetings shall be open to the public with public participation when the Mayor shall open the floor to the public at such time designated in the order of business.
8. Every member shall address the Mayor when speaking.
9. When a question is under consideration, no motion shall be entertained except (a) to adjourn, (b) to lay the question on the table, (c) to postpone the question indefinitely or to a stated time, (d) to recommit, (e) to refer to a committee, or (f) to amend, which motions shall have precedence in the order listed.
10. Any member who has voted with majority on any question may move for a reconsideration thereof at the same or any subsequent regular meeting, but no motion for the reconsideration shall be taken a second time on the same question except by unanimous consent of the members of the Township Committee.
11. No member shall speak more than twice on the same question without leave of the Mayor or of the other members nor more than once until every member desiring to speak shall have spoken.
12. Any motion or resolution shall be reduced to writing on the request of any member. When seconded and stated by the Mayor, the motion or resolution shall be open for discussion. No motion or resolution may be withdrawn after being decided.
13. No amendment shall be received if its subject matter is foreign to that of the motion or resolution.
14. The vote may be called for by the Mayor or any member. The vote of each member shall be recorded in the minutes.

15. The audio/video recorder used by the Township Clerk during meetings 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.
16. Correspondence presented by the public at a public meeting will be kept in the records of the Township Clerk and provided to the Township Committee. Said correspondence will not be permitted to be read at a public meeting.
17. Minutes of all meetings shall be prepared and copies be made available to members of the public.
18. Robert's Rules of Order shall govern on all points not herein provided for, subject to applicable provisions of the law.
19. Except as provided in Rule 4, these Rules shall not be altered, amended or repealed, except by resolution.
20. Any and all previous Rules of Order at any time heretofore adopted by the Township Committee are hereby repealed.

INTRODUCED	SECONDED	COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
	X	LONTAI	X			
X		SORDILLO	X			
		LAZO	X			
		DINARDO	X			

CERTIFICATION

I, Cathy Reese, Township Clerk of the Township of Warren, in the County of Somerset, New Jersey, do hereby certify the foregoing to be a true and correct copy of a resolution adopted at a meeting of the Township Committee held on January 5, 2023.

Cathy Reese, RMC  
Township Clerk