

**TOWNSHIP OF WARREN
RESOLUTION NO. 2023-197**

**AMENDMENT TO RESOLUTION 2023-011
ESTABLISHING RULES OF ORDER**

WHEREAS, on January 5, 2023, Resolution No. 2023-011 was adopted by the Township Committee of the Township of Warren (the “2023-011 Resolution”), establishing the rules of order (the “Rules of Order”) for members of the Township Committee, other employees of the Township of Warren and the general public at large for meetings held by the Township Committee; and

WHEREAS, the Township Committee Members agree that the Rules of Order are in need of re-examination and updating; and

WHEREAS, the Township Committee feels that an amendment to the 2023-011 Resolution is necessary and in the public interest, which amendment shall clearly set forth the amended Rules of Order for the Township Committee meetings;

WHEREAS, by way of this resolution, the Township Committee desires to amend the 2023-011 Resolution;

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Warren, in the County of Somerset, that the 2023-011 Resolution shall hereby be supplemented and amended to read as follows:

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 Chair of the Township Committee who shall be known as Mayor for the ensuing year and another of its members as Vice Chair who shall be known as Deputy Mayor for the ensuing year. The Deputy Mayor shall, in the temporary absence or disability of the Mayor, act as the temporary Chair of the Committee and perform any and all duties of the Mayor, in accordance with Sections 2-1.2 and 2-1.3 of the Township Code and 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. The Mayor shall be afforded all the powers and carry out all the responsibilities afforded to him or her as set forth in Section 2-1.3 of the Township Code. Three present Committee 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 Subcommittee Liaisons or Chairpersons
 Comments on agenda items by the public
 Bills
 Deferred business
 New business
 Discussion
 Privilege of the floor by the public
 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. The use of a "Consent Agenda" shall be noted as "Consent Agenda Resolutions" on the Agenda where matters of a routine nature may be placed.

5. Any three members of the Township Committee may, when necessary or advisable, call a special meeting of the Township Committee provided adequate public 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. In accordance with Section 2-1.3 of the Township Code, the Mayor may appoint subcommittees and the chairperson or liaison thereof, with the consent of the Township Committee. Subcommittees shall be comprised of members of the Township Committee and 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 Chief of Police, or such member of the Township of Warren Police Department as the Chief of Police shall designate, shall serve as Sergeant at Arms at the Township Committee meetings. The Sergeant at Arms shall carry out all orders given by the Chairman for the purpose of maintaining order and decorum at the Township Committee meeting. On instruction of the Chairman, the Sergeant at Arms shall remove from the meeting any person(s) who disturbs the proceeding of the Township Committee in accordance with provisions set forth in section 9 of this Resolution.
8. Decorum.
- a) Members of the Township Committee shall observe order and decorum during Township Committee meetings. A member of the Township Committee shall neither, by conversation or otherwise, delay or interrupt the proceedings of the Township Committee nor disturb any Township Committee Member while

speaking nor refuse to obey the order of the Chairman. Township Committee Members shall inform the Chairman before leaving their seats during a Township Committee meeting.

- b) Members of the Township staff shall observe the same rules of order and decorum applicable to the Township Committee, as articulated above.
- c) No Township Committee Member shall speak more than once on the same question until every Committee member desiring to speak shall have spoken, nor shall any Committee Member speak twice on the same question without leave of the Chair or of the other Township Committee members.
- d) The Mayor or Chair shall preserve order and decorum and shall decide all questions of order, subject to being overruled by motion of the Township Committee.
- e) Any person(s) making personal, defamatory or profane remarks or who willfully utters loud, threatening or abusive language or engages in any disorderly conduct which disturbs or disrupts the orderly conduct of any meeting shall be called to order by the Chair. If such conduct continues, the Chair of the Township Committee, at his or her discretion, may order such person(s) removed from that meeting by the Sergeant at Arms.
- f) No person(s) in the audience shall engage in disorderly conduct such as hand clapping, stamping of feet, whistling, using profane language, shouting or other similar demonstrations which may disturb the peace and order of any Township Committee meeting.
- g) All persons shall, at the request of the Chair, be silent during Township Committee meetings. If, after receiving a warning from the Chair, a person(s) persists in disrupting the meeting, the Chair may order that person to leave the meeting. If he or she does not remove himself or herself from the meeting, the Chair may order the Sergeant at Arms to remove him or her. Any person(s) who resists removal by the Sergeant at Arms shall be charged with violating N.J.S.A. 2C:33-8 entitled "Disrupting Meetings and Processions".
- h) All meetings shall be open to the public with in-person public participation limited to three (3) minutes per person when the Chair shall open the floor to the public at such time designated in the order of business. The Chair may, at his or her discretion, afford extra time to members of the public for continued public participation once each member of the public who wishes to publically participate has had an opportunity to do so in accordance with the order of business.
 - I. Public Comments on Agenda Items for members of the public must be germane and relate to the subject of the items on the agenda.
 - II. Privilege of the floor is open to any member of the public with regard to any matter of general public importance in accordance with the Open Public Meetings Act.

9.. Every member shall address the Mayor when speaking.

10. 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.
11. 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.
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. Whenever reasonably and technologically possible, all public portions of the Township Committee's meetings shall be live streamed and posted to the Township's Facebook page (the "Live Stream"), aired on the Township's Television Channel, and posted to the Township's Website or live streamed and posted to a similar online streaming platform. The Township's Live Stream does not allow for public participation. It is for viewing purposes only. Should members of the public wish to participate, they must be present at the meeting. The audio/video recorder used by the Township Clerk during public 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. In accordance with both Section 3-26 of the Township Code and applicable case law, members of the general public have the right to video tape/record portions or all of an open public meeting of the Township Committee, excluding closed or executive session discussions, subject to the following guidelines:
 - a) Notwithstanding cellular devices, a member of the public who wishes to record a portion(s) of or all of an open public meeting must provide the Clerk of the municipality with no less than ten (10) minutes verbal notice prior to the public meeting of his or her intention to exercise his right to videotape/record.
 - i. The citizen must have completed setup of his videotape recorder and any related equipment by no less than five (5) minutes prior to the official start time of the public meeting.
 - ii. The video recorder and any associated equipment utilized by the citizen must be compact, quiet, and generally unobtrusive; it must be designed and set-up in such a manner so as to prevent the disruption of the open public meeting.

- b) Members of the public may record open public meetings with their cellular devices provided that it is done so in such a manner so as to prevent the disruption of the open public meeting.
 - c) The Chair of the Township Committee reserves the right to impose restrictions and/or prohibit the filming/recording of open public meetings if in his or her discretion, the use of cellular devices and/or filming/recording devices are causing a disruption of the open public meeting. Any restrictions imposed by the Chair on the use of cellular devices, video cameras, and on the use of similar recording devices at a open public meeting must be designed to prevent disruption of the open public meeting rather than precluding a member of the public from exercising his or her right to videotape.
17. Correspondence presented by the public at or prior to 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, unless otherwise determined by the Chair of the Township Committee.
 18. Minutes of all meetings shall be prepared in accordance with the Open Public Meetings Act and once approved by the Township Committee, meeting minutes shall be posted to the Township Website and made available to members of the public.
 19. Robert’s Rules of Order shall govern on all points not herein provided for, subject to applicable provisions of the law. The provisions set forth in this Resolution shall prevail over any conflicts between the provisions set forth in this Resolution and the Robert’s Rules of Order. The Township Attorney shall be parliamentarian ex officio of the Township Committee.
 20. Except as provided in Rule 4, these Rules shall not be altered, amended or repealed, except by resolution.
 21. Any and all previous Rules of Order at any time heretofore adopted by the Township Committee including any parts of the 2023-011 Resolution that are inconsistent herewith are hereby repealed.

INTRODUCED	SECONDED	COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
	X	CROSON	X			
		LONTAI	X			
		SORDILLO	X			
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 July 20, 2023.

Cathy Reese, RMC
Township Clerk