

RESOLUTION 11-59

RESOLUTION REGARDING RULES OF COUNCIL FOR 2011

BE IT RESOLVED that the rules attached hereto shall govern the Borough Council for the year 2011.

Date: May 9, 2011

Mayor Frank M. North

Attest: _____
Denise Brouse, Borough Clerk

**RULES OF THE BOROUGH COUNCIL
OF THE BOROUGH OF MERCHANTVILLE**

ARTICLE I

SECTION 1. The Caucus meetings shall be held the 1st Monday of each month, at 7:30pm, in the Municipal Building, **WITH THE EXCEPTIONS AS LISTED IN RESOLUTION 11-**. The Regular meetings shall be held on the 2nd Monday of the month, at 7:30pm, **WITH THE EXCEPTIONS AS LISTED IN RESOLUTION 11-**.

SECTION 2. A quorum shall consist of three members and the Mayor; in the absence of the Mayor, of four members.

SECTION 3. Special meetings can be called by the Mayor, or upon the written request of our members. The object of the meeting must be stated on the notices sent to the members.

ARTICLE II

SECTION 1. Caucus Meetings

The caucus meeting will be used to discuss various topics amongst the Governing Body as submitted and sponsored by a member of the Governing Body. These sessions will be formatted into introduction, presentation, discussion, conclusion and next steps. The following is the process for topic submissions:

1. The Governing Body member submits the topic to the Mayor.
2. The Mayor places the topic on the appropriate agenda after discussion.
3. The submitter will be the topic sponsor and discussion facilitator.
4. The sponsor may provide materials, presentations and or input from experts.
5. If warranted, motions and or resolutions may be put forth.

The order of business for Caucus Meetings shall be as follows:

1. Pledge of Allegiance to the flag.
2. Prayer/Moment of Silence.
3. Roll Call.

4. Public comments.
5. Business discussions.
6. Action items.
7. Adjournment.

SECTION 2. Regular Meetings

The order of business shall be as follows:

1. Pledge of Allegiance to the flag.
2. Prayer/moment of silence.
3. Roll Call.
4. Public remarks on agenda items only.
5. Approval of the minutes of preceding meeting(s).
6. Governing Body reports. (Director/Liaison/Representative)
7. Old Business: unfinished business including action on pending ordinances or tabled items.
8. New Business: including introduction of ordinances and passage of resolutions.
9. Public comments.
10. Adjournment.

ARTICLE III

Under Article II, Number 4 under Section 1 Order of Business and number 9 under Section 2 each comment slot shall be limited to a statement of five (5) minutes in length. Under Article II, Number 4 under Section 2 each comment slot shall be limited to a statement of five (5) minutes in length.

ARTICLE IV

SECTION 1. When a motion is made and seconded, it shall, before debate, be stated by the presiding officer. Every motion shall be reduced to writing if the presiding officer shall require.

SECTION 2. A motion may be withdrawn by the member making it before amendment, postponement, an order to lay on the table or decision.

SECTION 3. Every motion shall be entered at length in the minutes, together with the name of the member making it and seconding it unless it be subsequently withdrawn.

SECTION 4. Motions shall have precedence as follows:

- to fix the time to which to adjourn
- to adjourn
- to lie on the table
- for the previous questions
- to postpone to a certain day
- to commit
- to amend
- to postpone indefinitely

SECTION 5. A motion that shall have been laid on the table may be called up by a majority vote at any subsequent regular meeting under the order of unfinished business.

SECTION 6. A motion to reconsider shall be in order at any time during the meeting at which the motion which is proposed to reconsider was passed, but such motion shall be made only by a member

who voted with the prevailing side.

ARTICLE V

SECTION 1. No debate shall be allowed on the questions or order unless there shall be an appeal or reference by presiding officer to the Council; and on such appeal or reference, no member shall speak more than once except by unanimous consent providing that a member making the appeal may close the debate.

ARTICLE IV

SECTION 1. The yeas and nays shall be called on the passage of ordinance or the passage of resolutions providing for the expenditures of money or which may pecuniary obligate the Borough.

SECTION 2. The yeas and nays shall be ordered on any questions at the request of one member.

SECTION 3. A member shall be allowed to change his vote on any questions after the roll call shall have been completed and before the result of the vote shall have been announced by the chair.

SECTION 4. If all members shall not vote on the first roll call, the Clerk shall call the names of the members present and not voting before the result of the vote shall be announced. No members who shall refrain from voting state his reasons for not voting except he submit them in writing, in which case they shall be entered at length in the minutes, and any member desiring to express his reason for voting in favor of any passage can have the same entered in the minutes by presenting his reasons in writing.

ARTICLE VII

SECTION 1. Ordinance shall be introduced and passed in accordance with the appropriate New Jersey Statutes providing therefore.

ARTICLE VIII

SECTION 1. The standing Directorships of the Council shall be Departments of Finance & Budgets; Police & Fire; Public Works; Legal; Construction & Zoning; Parks & Recreation; and Inter Government Communications; and other directorships of the Council shall from time to time deem necessary.

SECTION 2. Department meetings shall be held at the call of the Clerk. In the absence of Clerk, or upon their refusal or neglect to act, the Mayor shall assume the duties of the Directorships.

SECTION 3. All appointments to Directorships shall be made by the Mayor with approval by Council.

ARTICLE IX

SECTION 1. The Borough Clerk shall give at least two days of notice of all regular, adjourned and special meetings of council.

ARTICLE X

SECTION 1. Roberts Rules of Order shall be the authority on all questions of parliamentary practice and procedure arising in the Council and not governed by these rules.

ARTICLE XI

SECTION 1. No rule shall be suspended except by the affirmative vote of four members.

SECTION 2. These rules may be amended at any regular meeting of the Council by a majority of the members present providing notice of the proposed amendment shall have been submitted in writing at the previous regular meeting.

ARTICLE XII Definitions

Director of Intergovernmental Communications – Director will be responsible for facilitating communications between State and County agencies and the Governing Body of the Borough of Merchantville. In addition, the director will seek and provide to the Governing Body any materials from these agencies that will benefit the Borough. The director may also attend meetings to gather information for the Governing Body.