



Borough of Haddon Heights
ENVIRONMENTAL COMMISSION
BY-LAWS GOVERNING INTERNAL AFFAIRS
October 21, 2014



Establishment – Purpose

Pursuant to N.J.S. A. 40:56A-1 et seq., an Environmental Commission was formed in the Borough of Haddon Heights, in Camden County, for the protection, development or use of natural resources, including water resources within the territorial limits of the Borough. The environmental commission shall have power to conduct research into the use and possible use of the open land areas of the municipality and may coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare, print and distribute reports, books, reports, maps, charts, plans and pamphlets which in its judgment it deems necessary for its purposes. It shall develop and maintain an index of all open areas, publicly or privately owned, including open marshland, swamps and other wetlands, in order to obtain information on the proper use of such areas, and may from time to time recommend to the planning board and borough council plans and programs for inclusion in a municipal master plan and the development and use of such areas.

Rule 1.1 —Membership Terms

1.1-1 The Environmental Commission shall consist of seven (7) members appointed by the Mayor, one (1) of whom shall be a member of the Planning Board and all of whom shall be residents of the Borough of Haddon Heights. Best efforts shall also be made to appoint some members who are environmental specialists. The members shall serve without compensation. The Mayor shall designate one (1) of the members to serve as Chairperson of the Commission. Initially, three (3) Commissioners shall be appointed for a one-year term, two (2) Commissioners for two-year terms, and two (2) Commissioners for three year terms. Thereafter members shall serve for terms of three (3) years or until a successor is appointed and qualified.

1.1-2 A vacancy on the Commission occurring other than by expiration of a term shall be filled for the unexpired term in the same manner as the original appointment.

1.1-3 The Mayor shall appoint two (2) alternate members. Alternate members shall be designated at the time of appointment as 'Alternate #1" and "Alternate #2". The terms of the alternate members shall be for two (2) years except that the terms of the alternate members first appointed shall be for two (2) years for Alternate #1, and one (1) year for Alternate #2. A vacancy occurring other than by the expiration of a term shall be filled by the Mayor for the unexpired term.

1.1-4 An alternate member may participate in discussions of the proceedings, but may not vote except in the absence or disqualification of a regular Commissioner. A vote shall not be delayed in order that a regular member may vote instead of an alternate member. In the event that a choice must be made as to which alternate member is to vote, Alternate #1 shall vote first.

1.1-5 The Mayor may remove any member of the Commission (regular or alternate) for cause, on written charges served upon the member and after a hearing thereon at which the member shall be entitled to be heard in person or by counsel.

1.1-6 No Commissioner or alternate member shall be permitted to act on any matter either directly or indirectly, in which he/she has any personal or financial interest.

1.1-7 Any alternate member who has been designated to serve in place of an absent or disqualified regular member shall, during the period of his/her service, enjoy all of the duties pertaining to a regular member, but no alternate shall be eligible to serve as Vice-Chairperson of the Environmental Commission.

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1.1-8 The annual reorganization meeting shall occur at the time that the Borough of Haddon Heights holds their reorganization meeting, generally the first Saturday in January. At that meeting the Borough shall appoint a Chairperson from the regular membership for term of one (1) year.

1.2 — Powers and Duties

1.2-1 The Chairperson shall preside at all meetings of the Commission, decide all points of order and matters of procedure governing said meeting and perform all duties normally pertaining to the office of Chairperson as set forth in "Roberts Rules of Order" or the Commission.

1.2-2 The Vice-Chairperson shall, in the absence of the Chairperson, assume the responsibilities of the Chairperson and conduct the meetings and perform the duties as stated in 1.2-1

1.2-3 The Secretary shall, under the direction of the Chairperson

a. Take and record attendance at all regular and special meetings of the Commission

b. Take and record all motions, seconds and roll call votes noting yea or nay of each member with Chairperson being called on last.

c. Take and record the minutes of all regular and special meetings of the Commission and cause same to be delivered, in draft form, to each member by mail or electronically, within fifteen (15) days after each meeting.

d. Incorporate any additions and/or corrections made to the minutes by the Commission members for approval as the Official Minutes. The Official Minutes shall be distributed to the Commission.

e. Give all notices of meetings as required by the NJ Open Public Meeting Act or any other applicable law or ordinance.

f. Provide the Borough Clerk with copies of all correspondence, records, and other documents prepared by the Environmental Commission.

g. Keep track of the membership terms and expiration dates and verify this information annually.

1.2-4 As described in N.J.S. A. 40:56A-I et seq. and Chapter 32 of the Borough Code, the Environmental Commission shall, within the confines of required funding, have the power to conduct research into the use and possible use of open land areas in Haddon Heights and may coordinate the activities of unofficial bodies organized for similar purposes, and prepare, print, advertise and distribute reports, books, maps, charts, plans and pamphlets which in its judgment it deems necessary for its purpose. It shall keep an index of all open areas, publicly or privately owned, including open marshland, swamps or other wetlands, in order to obtain information on the proper use of such areas, and may from time to time recommend to the Planning Board certain sustainable programs or environmental initiatives for inclusion in a municipal master plan and the development and use of such areas.

1.3 - Records and Annual Report

1.3-1 The Environmental Commission shall keep records of its meetings and activities and shall make an annual report to the Borough Council.

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1.4 - Appropriation of Funds

1.4-1 The Borough Council may appropriate funds for the expenses incurred by the Environmental Commission. The Commission may appoint such clerks and other consultants as it may from time to time require and as shall be within the limits of funds appropriated to it. The Commission may submit recommendations to Borough Council requesting that the Borough approve the pursuit of grant funding for various environmental studies, inventories, initiatives, public outreach or as described by the grant.

1.5 Powers of Commission

1.5-1 The Environmental Commission shall have the power to study and make recommendations concerning open space preservation, water resources management, air pollution control, solid waste management, noise control, soil and landscape protection, environmental appearance, marine resources and protection of flora and fauna.

1.6 - Attendance

1.6-1 Members shall be in attendance at all meetings of the Environmental Commission. In the event that a member will not be able to attend any meeting, he/she shall contact the Chairperson or Secretary at least two (2) hours prior to any meeting.

1.6-2 The unexcused absence of a member from three (3) consecutive meetings or five (5) total within a calendar year may constitute removal of such member from the Environmental Commission with just cause by the Mayor.

1.7 - Meetings

1.7-1 Regular meetings of the Environmental Commission shall be held in the place and at the time and day designated at the annual Haddon Heights Borough reorganization meeting. If a regular meeting falls on a legal holiday, the meeting shall be held on such other date as the Commission may select at the annual reorganization meeting.

1.7-2 At all meetings of the Commission, a quorum for conducting any business shall consist of four (4) regular or alternate members. In the absence of a quorum, the members present may adjourn the meeting to another date. If such other date is not a regularly scheduled meeting proper notices must be sent and posted in compliance with the Open Public Meetings Act.

1.7-3 Public participation shall be limited to five minutes per person unless otherwise stated by the Chairman.

1.7-4 The order of business at all meetings of the Commission shall be as follows:

- Call meeting to order
- Flag salute or Moment of Silence
- Sunshine Law / Open Public Meeting Announcement
- Roll call / designate alternates

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- Public comment on agenda items only
- Approval of minutes from previous meeting
- Old business
- Sub-Committee reports (if applicable)
- New Business
- Commissioner comments
- Public comments (limit to 5 minutes each)
- Adjournment
- Executive Session (if needed)

1.8 — Amendments to By-Laws

1.8-1 Any amendments to these By-Laws shall be made in the following order:

- a. Amendments brought before the Commission for discussion and tabled for one (1) month.
- b. At the following meeting, the amendments discussed at the previous meeting shall be voted on for approval. Approved amendments shall be voted affirmative by a majority of regular members of the Environmental Commission present.

By-Laws Adopted at Meeting on October 15, 2014