


RESOLUTION 2024:32


RESOLUTION REGARDING RULES OF COUNCIL FOR 2024

BE IT RESOLVED, that the Rules of Borough Council attached hereto shall govern Borough Council for the year 2024.

Date: January 6, 2024



Mayor Zachary Houck

ATTEST: 

Kelly Santosusso, RMC, Borough Clerk

**RULES OF THE BOROUGH COUNCIL
OF THE BOROUGH OF HADDON HEIGHTS**

ARTICLE I

SECTION 1. Meeting Dates and Times

The Borough Council shall meet on the 1st and 3rd Tuesday of each month, beginning at 7:00 p.m., at the Municipal Building, except as may otherwise be provided by resolution and after due notice to the members of Council and the public as provided by statute.

SECTION 2. Quorum

A quorum shall consist of three members and the Mayor or four members if the Mayor is absent.

SECTION 3. Special Meetings

Special meetings can be called by the Mayor, or upon the written request of four members. Requests for special meetings shall comply with the New Jersey Open Public Meetings Act's requirements for timely notice and specification of the topics to be considered at the special meeting.

SECTION 4. Statutory Authority

In all instances, the provisions of N.J.S.A. 40A:60-1 et seq., shall be the enabling legislation that controls the official operation of the Borough Form of government in the Borough of Haddon Heights. To the extent inconsistent herein.

ARTICLE II

SECTION 1. Council Meetings

Council meetings shall begin at 7:00 p.m. on each date when Council is scheduled to meet. The order of business at each meeting shall be as follows:

1. Caucus session call to order
2. Statement of compliance with the Open Public Meetings Act
3. Roll call
4. Caucus Session – Discussion of items on business agenda first. Recess of Caucus Session and commencement of Business Session
6. Pledge of Allegiance and moment of silence
7. Public Comment on caucus items and agenda items only
8. Consideration of minutes of previous meetings
9. Mayor and Council Member Reports
10. Business discussion
11. Unfinished business
12. New business
13. General public comment
14. Adjournment

SECTION 2. **Conduct of the Caucus Session**

The caucus session of all meetings shall be convened in the Council Chambers.

The purpose of the caucus session is to discuss such topics as may be submitted and sponsored by the Mayor or a member of Council, and to review informally the matters listed for consideration at that day's Council meeting. Because the caucus format is intended to be informal and to encourage candid discussion among the Mayor and members of Council, it shall not be in order during the caucus session to entertain any substantive motion or to take formal action on any matter.

The Mayor or any member of Council wishing to place a topic on the Caucus Agenda shall submit the topic to the Borough Clerk, along with any supporting documentation, no later than the close of business on the Thursday prior to the Caucus Meeting, unless emergency circumstance dictate otherwise.

The caucus session shall end no later than 7:25 p.m., whereupon the regular meeting shall commence immediately upon the conclusion of the Caucus Meeting. If caucus items remain to be discussed after that time, they may, on duly approved motion, be taken up during the remaining portion of the Council Meeting, postponed to a later caucus session, or taken up at a further caucus session after the disposition of all items on the remainder of that evening's regular agenda.

ARTICLE III

Public Comment. The Mayor and Council recognize and appreciate the importance of the public's right to comment at its meetings, and welcome public comment. However, if necessary, the presiding officer shall have the discretion to place a reasonable limit on the time period for public comment at any meeting.

If it appears to the presiding officer that a large number of members of the public wish to participate in the public comment portion of a meeting, the presiding officer may impose, prior to the commencement of public comment, a time limit of no less than five minutes per speaker, until each member of the public who desires to comment has had the opportunity to do so once. Unless the meeting has been unnecessarily prolonged, the presiding officer may then recognize members of the public who did not have the opportunity to complete their comments within the allotted time limit to speak a second time, for a reasonable length of time.

If any single speaker shall speak for an unreasonably lengthy period of time, the presiding officer may, in his or her discretion, advise the speaker that the speaker has five minutes to conclude his or her comments, in order to provide the opportunity for other members of the public to comment. Once other members of the public have had the opportunity to comment, any speaker who was unable to conclude their comments may again be afforded a reasonable period of time to conclude his or her comments.

ARTICLE IV

SECTION 1. **Form of Consideration of Motions.** 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. **Withdrawal of Motions.** A motion may be withdrawn by the member making it before amendment, postponement, an order to lay on the table or decision.

SECTION 3. **Entry Upon the Minutes.** 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. Order of Precedence. Ranking motions shall have precedence as set forth in Roberts Rules of Order, Newly Revised, specifically:

- to fix the time to which to adjourn
- to adjourn
- to recess
- to raise a question of privilege
- to call for orders of the day
- to lay on the table
- for the previous question
- to limit or extend the limit of debate
- to postpone definitely
- to commit or refer
- to amend
- to postpone indefinitely

SECTION 5. Disposition of Postponed Motions. A motion that shall have been postponed indefinitely may be called up by a majority vote later in the meeting during which it is postponed or during the next regular meeting under the order of unfinished business. Otherwise, a motion that has been postponed indefinitely shall expire.

SECTION 6. Reconsideration. 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 is in order only if made by a member who voted with the prevailing side.

ARTICLE V

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

ARTICLE VI

SECTION 1. Roll Call Vote Mandatory 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 pecuniarily obligate the Borough.

SECTION 2. Roll Call Vote Upon Request The yeas and nays shall be ordered on any questions at the request of one member.

SECTION 3. Changing a Vote 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. Voting Procedure If a member who is present at a meeting does not vote during a roll call vote, the Clerk shall call that member's name one additional time prior to the announcement of the result of the vote in order to give the member a further opportunity to have the member's vote recorded. During a vote, no member shall explain or give reasons for their vote or abstention. Any member who wishes to make his or her reasons for voting a particular way or for abstaining a part of the record shall submit those reasons in writing to the Borough Clerk within two business days of the meeting. The Borough Clerk shall enter in the minutes any statement of reasons timely received. Nothing in this paragraph shall be construed as requiring any member to explain their reasons for any vote or abstention.

ARTICLE VII

SECTION 1. **Ordinances** Ordinances shall be introduced and passed in accordance with the applicable New Jersey Statutes.

ARTICLE VIII

SECTION 1. **Directorships** The standing Directorships of the Council shall be Departments of Finance and Budgets; Public Safety; Public Works; Construction & Zoning; Parks & Recreation; and Inter-Government. Council may establish other directorships and committees by resolution, without the need for formal amendment to these Rules.

SECTION 2. **Department Meetings** Department meetings shall be held at the call of the Director. In the absence of the Director, or upon their refusal or neglect to act, the Mayor may temporarily assume the duties of the Directorship.

SECTION 3. **Appointment of Directors** All appointments to Directorships shall be made by the Mayor with the advice and consent of Council.

ARTICLE IX

SECTION 1. **Notice of Meetings; Agenda** The Borough Clerk shall give at least two days of notice of all regular, adjourned and special meetings of council in the manner required by applicable New Jersey Statutes, except in the case of emergencies. In addition, the agenda and copies of all ordinances and resolutions to be considered at a Council Meeting shall be distributed to the Mayor and Council Members, and posted on the portion of the Borough's website reserved for that purpose, no later than the close of business on the Friday preceding any meeting. Notwithstanding the foregoing, the posted agenda and matters to be considered may be amended or supplemented prior to the commencement of the meeting should such amendment or supplementation be necessary. Such amendments or supplements shall be distributed promptly to the Mayor and Council Members and posted to the appropriate portion of the Borough website. A paper copy of all agendas, ordinances, and resolutions shall be posted on the public bulletin board in the Municipal Building substantially contemporaneously with its posting or update on the Borough's website.

ARTICLE X

Procedure Where Rules Do Not Govern The most recent version of Roberts Rules of Order, Newly Revised 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. **Suspension of Rules** No rule shall be suspended except by the affirmative vote of four members.

SECTION 2. **Amendment** These rules may be amended at any regular meeting of the Council by a majority of the members present, provided, however, that notice of the proposed amendment shall have been submitted in writing to the Mayor and all Council Members at the previous regular meeting.