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ORDINANCE: 2024-006
BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY

**AMENDING BOROUGH CODE CHAPTER 8, ARTICLE VII, SPECIAL EVENTS
COMMITTEE**

WHEREAS, the Borough maintains Borough Code Chapter 8, Article VII, entitled Special Events Committee which shall be amended to read:

§ 8-45 Committee established; authority to act.

The High Bridge Special Events Committee shall advise the Borough Council with regard to development, coordination, and conducting of special events within the Borough of High Bridge. It shall have no authority to act without the authorization of the Borough Council.

§ 8-46 Duties and responsibilities of the Committee

- A. Responsibilities. It shall be the duty of this Committee to maintain and develop Borough programs. The Committee will nurture the consciousness of the citizenry to the legacy of High Bridge's past while contemplating future considerations, e.g., sustainability.
- B. The Special Events Committee shall have the following duties, as well as other duties, as determined by the High Bridge Borough Council:
- (1) Send monthly meeting minutes to the Clerk for the committee meeting record book.
 - (2) Submit recommendations for proposed events for consideration to the Borough Council.
 - (3) Identify areas of the Borough where facilities and programs may be required.
 - (4) Review existing event programs.
 - (5) Recommend priorities for event programs for budget consideration.
 - (6) Identify sources of funding for events and programs.
 - (7) Provide a yearly budget to Council for specific needs to successfully conduct events/programs.
 - (8) Maintain a schedule of events and forward calendar dates and website and newsletter articles in a timely manner.
 - (9) Encourage citizen involvement.

(10) Undertake special projects as directed by the Borough Council.

C. Events Council liaison. The Council liaison shall oversee the following tasks and may request the assistance of Council members, Committee members and High Bridge volunteers if needed.

- (1) Review existing event programs and recommend to Council priorities for event programs for budget consideration.
- (2) Identify sources of funding for events and programs, manage and submit event packet mailing to Council for approval and provide event leads with event-specific sponsorship details when received.
- (3) Maintain yearly budget and event funding allocations and disbursements in coordination with the Borough CFO for specific needs to successfully conduct events/programs.
- (4) Maintain the Borough event email account and forward inquiries to appropriate event leads.
- (5) Encourage citizen involvement.
- (6) Prepare a monthly report for the Council liaison update.
- (7) In the absence of appointed officers, may temporarily facilitate monthly meetings.

D. High Bridge Borough-sponsored event leads. The Committee may select volunteer event lead(s) to manage one or more events and who shall have the following duties as determined by the High Bridge Borough Council:

- (1) Manage specified events with use of allocated event sponsor monies to enable them to execute event logistics as needed.
- (2) Submit all literature, advertisements, press releases, and program booklets to the Council liaison no later than 14 calendar days prior to the event date for Borough approval.
- (3) Seek additional sponsor funding and in-kind donations if needed.
- (4) The event leads may request additional resources and volunteers from partnering committees, dependent on the scope and size of the program or event.
- (5) All inquiries for monies, reimbursements, and DPW logistics shall be submitted via the Council liaison.

§ 8-47 Membership and terms.

- A. The Committee shall consist of seven members appointed by the Mayor with the advice and consent of the Borough Council except for the ex officio members as set forth in section D below.
- B. Committee members shall be residents of the Borough or own a business in the Borough.
- C. The members of the Committee shall be appointed to a three-year term, except that the terms of the initial members shall be staggered. As a result, the initial appointments shall be

two members to a one-year term, two members to a two-year term and three members to a three-year term. Thereafter, all appointments shall be for a three-year term.

- D. The Mayor, and Borough Council President, and a Borough Councilperson Liaison, who shall be appointed by the Mayor, shall be an ex officio member of the Committee and may serve for a term concurrent with their elected office. A Borough Councilperson appointed by the Mayor to be a Liaison to the Committee also shall be an ex officio member of the Committee and may serve for a term beginning January 1 and expiring December 31 of that year.

§ 8-48 Voting.

- A. Each Committee member shall be entitled to one vote. The ex officio members may actively participate in all business and decisions of the Committee but shall not be voting members of the Committee. Approval of any matter requires an affirmative vote from the majority of the members present, provided a quorum of four voting members is present.

§ 8-49 Termination of membership.

If any voting member misses more than three consecutive meetings of the Committee without prior authorization from the Chairperson, the member shall be considered to have resigned from the Committee. The resignation shall be noted in the Committee minutes which shall indicate the reason for the resignation, and the Chairperson shall notify the Mayor in writing about the vacancy. In addition, any member of the Committee may be removed at any time with or without cause by a majority vote of the Borough Council.

§ 8-50 Meetings of members.

- A. Regular meetings of the Committee shall be scheduled at least monthly at a time acceptable to the Committee. Meetings are closed to the public, except for advertised open public meetings. Individuals who are not members can be invited to attend by a member of the Committee with advance invitation by the Chairperson or acting Chairperson.
- B. Special meetings may be called at any time by the Chairperson or four members of the Committee not including the ex officio members provided, however, that notification to the public and press is made in accordance with applicable state laws when meetings are open to the public.
- C. All meetings shall be held at Borough Hall or upon approval of the Administrator through audio visual meetings on a platform determined by the Borough.

§ 8-51 Appointment of officers.

- A. The officers of the Committee shall be a Chairperson, Vice Chairperson, and Secretary.
- B. The officers shall be appointed annually by vote of the Committee.
- C. The term for an officer shall run from January 1 and expire December 31 of that year.

§ 8-52 Duties of officers.

- A. Duties of the Chairperson. The Chairperson shall preside at all meetings of the Committee. When appropriate, including but not limited to when requested by the Mayor, the Chairperson will attend meetings of the Borough Council.
- B. Duties of the Vice Chairperson. In the absence, vacancy, or disqualification of the Chairperson, the Vice Chairperson shall assume all the duties and responsibilities of the Chairperson.
- C. Duties of the Secretary. The Secretary shall keep or cause to be kept a book of minutes of all meetings of the Committee. The Secretary shall prepare agendas under the direction of the Chairperson and shall give notice of regular and special meetings of the Committee. The Secretary shall forward all approved meeting minutes to the Borough Clerk monthly.

§ 8-53 Ad hoc committees.

The Chairperson of the Committee may create such ad hoc committees as the business of the Committee may require, each of which shall exist for such period of time and perform such duties as the Committee may determine. The Chairperson shall appoint the members of the ad hoc committee. Each ad hoc committee will submit a final report to the Committee upon completion of its event or other assignment.

§ 8-54 Compensation.

- A. Members of the Committee shall serve without compensation.
- B. Members of the Committee shall be reimbursed for expenses incurred in carrying out the duties of the Committee as approved by the Borough Council. A request for preapproval of available funds must be made in writing to the Borough Finance Department prior to the expenditure.

§ 8-55 Code of Conduct

- A. Committee members shall review and sign any Council-approved code of conduct documents required for Borough volunteers prior to involvement with any Borough or other Committee business. Failure to do so shall result in removal from the Committee.
- B. Council-approved code of conduct documents shall be furnished by the Clerk and the signed documents shall be provided by the members to the Clerk.

NOW THEREFORE BE IT ORDAINED, by the Borough Council of the Borough of High Bridge, in the County of Hunterdon, to amend the Borough code as above.

NOW THEREFORE BE IT FURTHER ORDAINED, that this Ordinance is effective immediately upon passage.