

TOWNSHIP OF BORDENTOWN
RESOLUTION #2023-15

RESOLUTION ESTABLISHING STANDARD PROTOCOLS
FOR REMOTE PUBLIC MEETINGS

WHEREAS, there are times where the Township Administration in conjunction with the Township Committee may determine that there is a need to hold a regular or emergency meeting of the governing body remotely; and

WHEREAS, pursuant to P.L. 2020, c.34 the Director of the Department of Community Affairs issued regulations establishing standard protocols for remote public meetings held by a local public body; and

WHEREAS, N.J.A.C. 5:39-1.1, *et seq.* establishes remote meeting protocol for public bodies and requires that local public bodies adopt a resolution establishing procedure and protocol for public comment made during or prior to remote meetings.

NOW THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Bordentown hereby adopts the following protocol for assuring that the public has the opportunity to comment during remote public Township Committee meetings and that public conduct is handled consistently:

1. All members of the public that provide public comment whether orally or in writing shall identify themselves by name and address.
2. The public comment protocol and muting functions shall be announced .at the beginning of the public portions of the meeting.
3. Members of the public may make public comments through audio and/or video during the meeting or via the text-based chat feature on the electronic platform.
4. Public comments may be submitted to the Township Clerk via email or written letter if received 2 ½ hours before the meeting begins. Emails shall be sent to PublicComment@bordentowntwp.org. In the subject line, "Township Committee Meeting Comment" shall be typed along with the date of the meeting. Written letters should state that the letter is being submitted as a Township Committee Meeting comment and the date of the meeting for which the comment is submitted. Written comments will be read aloud at the meeting. Duplicative comments may be summarized at the discretion of the Mayor or presiding officer.
5. In accordance with Resolution #2021-14, the Mayor or presiding officer may, if necessary, because of the number of persons wishing to address the Committee, limit statements to five minutes per speaker. As such, written comments will be read up to any stated time limit.
6. The Mayor or presiding officer may direct that a member of the public who becomes disruptive be muted and warned that continued disruption may result in the public member being prevented from speaking or removed from the remote public meeting. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruptions, use of profanity and refusing to comply with the directions of the Mayor or presiding officer.

I, Maria S. Carrington, Clerk of the Township of Bordentown, hereby certify that the above is a true copy of a resolution duly authorized by the Township Committee at a meeting held on the 7th day of January, 2023.

Maria Carrington

MARIA S. CARRINGTON, RMC, Township Clerk