

# HILLSBOROUGH TOWNSHIP PLANNING BOARD

## REORGANIZATION MEETING

JANUARY 09, 2014

7:00 P.M.

Call to Order

Pledge of Allegiance

Announcement of Notice of the Meeting

Oath of Office to Newly Appointed Members

Calling of the Roll

Election of Chairman

Election of Vice Chairman

Election of Secretary

Resolution Ratifying Fair & Open Selection Process

Appointment of Board Attorney

Appointment of Board Engineer

Appointment of Alternate Board Engineer

Appointment of Court Reporter

Appointment of Videographer

Appointment of Master Plan Subcommittee

Rules of Order:

**BE IT RESOLVED** that the Rules of Order, as hereinafter set forth, be adopted by the Planning Board of the Township of Hillsborough to govern the proceedings of the Board for the year 2014.

**FIRST.** The regular meetings of the Planning Board of the Township of Hillsborough shall be held at 7:30 p.m. on the first and second Thursday

of each month. No new business will be considered after 10:00 p.m. and no meeting shall extend past 10:30 p.m. unless agreed to by the majority of members present.

**SECOND.** Special meetings may be called at any time by the Chairman, provided required notice is given and published.

**THIRD.** The officers of the Planning Board shall be a Chairman, Vice Chairman and a Secretary, elected at the first meeting of each year by a majority vote of the members of the Planning Board.

**FOURTH.** The order of business shall be:

1. Call to Order
2. Pledge of Allegiance
3. Announcement of Meeting Notice - According to the Open Public Meeting Act (“Sunshine Law”)
4. Calling the Roll
5. Acceptance of Minutes
6. Acceptance of Resolutions
7. Planning Board Business
8. Special Committee Reports
9. Business from the Floor
10. Consideration of Ordinances
11. Consideration of Subdivision/Site Plan Applications
12. Correspondence
14. Adjournment

Resolution Designating Official Newspaper

Resolution Fixing Charge for Notice of Meetings

Resolution Setting Schedule of Meetings

Resolution of Open Meeting Policy

Administrative Procedures

Adjournment