

BOROUGH OF RED BANK

COUNTY OF MONMOUTH

RESOLUTION NO. 18-14

**A RESOLUTION APPROVING PROTOCOL
FOR BOROUGH COUNCIL MEETINGS**

Councilwoman Horgan offered the following resolution and moved its adoption:

WHEREAS, the Mayor and Council of the Borough of Red Bank recognize a need for the business of government to be accomplished in an orderly fashion; and

WHEREAS, establishing a Meeting Protocol Policy will provide for standards to be used during a Borough Council meeting for the order of business.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Red Bank that the attached Borough Council Meeting Protocol Policy is hereby approved for the year 2018.

BE IT FURTHER RESOLVED that the Borough Clerk be and is hereby authorized to forward a certified true copy of this resolution to the Borough Attorney and Administrator.

Seconded by Councilman Zipprich and adopted on roll call by the following vote:

	Yes	No	Abstain	Absent
Councilman Taylor	(X)	()	()	()
Councilman Whelan	(X)	()	()	()
Councilman Yngstrom	(X)	()	()	()
Councilman Ballard	(X)	()	()	()
Councilman Zipprich	(X)	()	()	()
Councilman Horgan	(X)	()	()	()

Dated: January 1, 2018

I hereby certify the above to be a true copy of a resolution adopted by the Council of the Borough of Red Bank, in the County of Monmouth, at a meeting held on January 1, 2018.

Pamela Borghi

Pamela Borghi, Municipal Clerk

2018
Borough of Red Bank
Borough Council Meeting Protocol Policy

1. Borough of Red Bank Municipal Code – Chapter 85; Article 1 explains the general organization of the Borough Council provides some specific information about the role of the Mayor and Council. This section of the code is attached to this policy for reference.

2. Robert's Rules of Order: The Red Bank Borough Council meetings shall be generally conducted according to Robert's Rules of Order. The following is intended to supplement these rules.

3. Public Comment/Hearing Conduct: The Mayor and Council have directed that input from the public during public comment periods be set at five (5) minutes per speaker. If there are more than fifteen (15) speakers at a meeting the Mayor may limit public comment to three (3) minutes per speaker, provided there are no objections from the majority of the Borough Council.

A. Addressing the Council: Speakers are to come forward to the microphone, state their name and residential address and speak to the Borough Council directly. The Council should be addressed as a collective body, and not as individual members.

Questions from the speaker, if any, should be directed to the Mayor. Questions will be addressed after the close of the public comment period or at the discretion of the Governing Body. If an answer is not readily available it will be answered at the next scheduled meeting.

Council members wishing to ask a question of a speaker (either a fellow member or public participant) can request to do so through the Mayor.

B. Council Interaction: In order to respect the speaker's time, Council members will not engage in dialogue or debate with the speaker.

4. Appearances: Requests for appearances shall be made to the Borough Administrator or Municipal Clerk. Presenters are expected to limit presentations to a ten (10) minute period unless otherwise authorized.

5. Borough Council Reports: The Mayor and Borough Council members shall be limited to three (3) minutes.

6. Cell Phones and Electronic Devices: The Mayor and Borough Council members will be required to turn off their cell phones and all electronic devices during Borough Council Meetings.

8. Proposed Agenda Outline

BOROUGH OF RED BANK
Agenda
Date

Workshop Session

1. Calling the roll.
2. Sunshine Statement
3. Workshop Session
4. Approval of Minutes
5. Mayoral Appointments
6. Reports of Mayor and Council Members
7. Presentation of Communications and Petitions
8. Public Comment on Resolutions and Ordinances on the Agenda for First Reading
9. Introduction of Ordinances
10. Advertised Hearings
11. Ordinances on second and third readings and final passage
12. Consent Agenda: All Matters listed under "Consent agenda" are considered routine by the Governing Body and will be enacted by one (1) motion. There will be no separate discussion on these items. If discussion is desired on any item, that item will be considered separately.
13. Resolutions
14. Proclamations
15. Old Business
16. New Business
17. Approval of Vouchers
18. PUBLIC COMMENT – Any Items
19. ADJOURNMENT