

RESOLUTION 2025-01

*Borough of Metuchen
County of Middlesex
State of New Jersey*

**RESOLUTION ADOPTING RULES AND REGULATIONS OF THE METUCHEN
BOROUGH COUNCIL FOR 2025**

BE IT RESOLVED by the Mayor and Council of the Borough of Metuchen that the following Rules and Regulations be and the same are hereby adopted as the rules and regulations of the Council for the year **2025** to continue in full force and effect until altered, amended, or made void by appropriate action of the Council.

RULE ONE

Regular meetings of the Council shall be held in the Borough Hall on Mondays of each month, or as otherwise noted, at the hour of seven thirty (7:30) p.m. provided, however, that in the event any such meeting shall fall due upon a legal holiday, then such regular meeting shall be held on the Tuesday following such legal holiday to be held at Borough Hall.

Special meetings shall be called and held as provided for by statute, and upon written notice, designating the time and place of meeting, signed by the Mayor or by four members of the Council, which notice shall be given to all members of the Council personally or left at their place of residence at least forty-eight (48) hours before the time of the meeting. Emergency meetings as provided in Open Public Meetings Act may be called on such notice as required by law.

Adjourned meetings shall be called to order and held at the time and place appointed by the motion or resolution under which it is held.

Agenda meetings of the Council shall be held at Borough Hall at the beginning of each regularly scheduled meeting of the Council. If agenda meetings fall upon a legal holiday, then such agenda meeting shall be held on the Tuesday following such legal holiday to be held at Borough Hall. The meeting shall begin at 7:30 p.m.

RULE TWO

The Mayor shall preside at all meetings; in their absence the President of the Council shall preside; and in their absence, the senior member of the Council shall preside.

RULE THREE

The order of business at regular meetings shall be as follows:

1. Announcement of compliance with the Open Public Meetings Act, Invocation, Pledge of Allegiance and Roll Call
2. Agenda Session
3. Comments from the Public
4. Proclamations or Resolutions Honoring
5. Approval of Minutes
6. Public Hearings and Action on Ordinances
7. Introductions and Action on Ordinances
8. Communications Consent Agenda

9. Other Communications
10. Report of Officers
11. Report of the Borough Administrator
12. Report of Borough Council Members
13. Report of the Mayor
14. New Business Consent Agenda
15. Other New Business
16. Adjournment

RULE FOUR

The order of business for agenda meetings shall be generally as follows:

1. Announcement of compliance with the Open Public Meetings Act and Roll Call
2. Items for the regular agenda meeting
3. Reports of Council members
4. Report of Mayor
5. Reports of other Borough Officials
6. Meetings with any other persons or bodies
7. Any other business including items from which public may be excluded under Open Public Meetings Act
8. Adjournment

RULE FIVE

Every ordinance and resolution submitted for the consideration of Council shall be in writing. Every ordinance so submitted, including amendments to existing ordinances, shall be accompanied by a brief interpretive statement explaining the purpose of the ordinance or amendments. Any amendments to existing ordinances shall be provided in "redline" format when necessary showing the original text, along with proposed changes. No ordinance, or amendment to existing ordinance, shall be introduced unless a copy thereof is made available to each Councilmember no later than three days prior to the meeting at which the ordinance shall be introduced. The Council shall not be asked to consent to the appointment of officers of the Borough or members of Advisory Boards, Commissions and Committees, unless the name of the nominee for appointment is made known to each Councilmember no later than three days prior to the meeting at which consent shall be asked. The Council President shall be notified of all items on the agenda.

RULE SIX

A. In General

Since no substantive action will ordinarily be taken at agenda meetings, the only votes contemplated at such meetings are those to determine whether a matter will be placed on the agenda for the regular meeting, any points of order, and motions in respect to adjournment. Such votes shall be by a majority of members present, with the presiding officer voting only in case of a tie. However, nothing herein shall preclude the Council to adopt resolutions at agenda meetings to act on matters from which the public may be excluded pursuant to Sections 7 and 8 of the Open Public Meetings Act, or to vote on holding emergency meetings pursuant to the requirements of said Act. Procedure at agenda meetings not specifically set forth herein shall be governed by the rules hereinafter applicable to regular meetings.

B. Consent Agenda

The Council may establish a Consent Agenda for any regular or special meeting. The consent agenda shall apply to communications, resolutions and motions but shall not apply to ordinances. The Consent Agenda may then be approved by motion, by majority vote, without the necessity of the Borough Clerk reading the title or the actual body of the communications, resolutions, and motions on the consent agenda. If at any time prior to the adoption of the consent agenda at the regular meeting or special meeting, any Councilmember objects to placing or the existence of an item on the consent agenda, the matter shall be promptly deleted from the consent agenda and shall be voted on separately.

RULE SEVEN

A quorum for all meetings shall consist of four Councilmembers, or the Mayor and three Councilmembers.

RULE EIGHT

The order of business of agenda meetings may be modified by a vote of the majority of Councilmembers present.

RULE NINE

The Borough Clerk is directed to take the minutes of all meetings, which shall be distributed to all Council members.

RULE TEN

When a question is under debate, no motion shall be in order unless for recess, to lay on the table, to call the previous question, to postpone, to refer, or to amend, and these shall be precedence in the order in which they are named, the first three of which shall be decided without debate. A motion to refer, until it is decided, shall preclude all amendments for the main question.

RULE ELEVEN

The ayes and nays may be called by a member, and being called, the names of those who voted for or against the question, or abstained, if requested by any member, shall be entered in the minutes.

RULE TWELVE

When a member intends to speak upon a question, they shall acknowledge the chair only in their opening remarks; thenceforth they shall confine themselves to the question and avoid personalities. Should more than one member rise to speak at the same time, the presiding officer shall determine who is entitled to the floor.

RULE THIRTEEN

The previous question may be called for by any member, and if seconded, shall be put in this form, "Shall the main question be put?", and until it is decided, shall preclude all amendments to the main question and all further debate.

RULE FOURTEEN

Any member may call another to order while speaking when the debate shall be suspended, and the member shall not speak until the point of order is determined. When the appeal from the decision of the chair is called for, no other question but the point of appeal shall be debated, when the question shall be put, "Shall the decision of the chair be sustained?"

RULE FIFTEEN

When any question is stated, and by Council agreed to be put, no member shall be at liberty to withhold their vote without the consent of the Council.

RULE SIXTEEN

A motion to adjourn shall always be in order and decided without debate.

RULE SEVENTEEN

The proceedings of the Council where not specifically mentioned herein, shall be governed by Robert's Rules of Order.

RULE EIGHTEEN

Except as otherwise provided by law, all action of the Council, including the passage of ordinances, resolutions, creations of committees and the appointments or consent to the appointments of any officers of the Borough or members of advisory boards, commissions or committees, shall be by a majority vote of those members of the Council present.

RULE NINETEEN

Except as otherwise provided by law or specific rule, the Mayor shall appoint the Chair of all committees. It shall be the Chair's duty to give notice of the time and place of meetings for the purpose of preparing the business for which they are appointed.

RULE TWENTY

The names of members of the Council, when called by the Clerk on any questions, shall be called alphabetically, with the Presiding Officer's name called last. Reports of Councilmembers shall be given in reverse alphabetically by order except that the Council President shall be first.

RULE TWENTY-ONE

All bills shall be itemized and certified to by the claimant as being correct, just, and true. Before any bills shall be presented to the Council for payment, it shall have first been certified by the

officer incurring the indebtedness. Before payment all vouchers must be approved and signed by the Administrator.

RULE TWENTY-TWO

No rule of this Council or part thereof shall be amended, suspended, or superseded without at least the consent of two-thirds of the entire Council, except as provided in Rule Seven.

RULE TWENTY-THREE

All rules of the Borough Council heretofore adopted and inconsistent herewith are and the same are hereby repealed.

RULE TWENTY-FOUR

The Presiding Officer at the commencement of every meeting shall announce publicly and shall cause to be entered in the minutes of the meeting an accurate statement that adequate notice had been given to the public of the time, place of the meeting, and the manner in which said notice was given, Section 5 of the Open Public Meetings Act.

RULE TWENTY-FIVE

The Borough Clerk shall be the Borough official responsible for posting, mailing, and filing of the "Adequate Notice" of meetings as provided in the Open Public Meetings Act including an annual schedule of meetings and any revisions thereof as set forth in Section 13 of said act.

RULE TWENTY-SIX

The Borough Clerk shall be the Borough official responsible for making minutes of Council meetings available to the public pursuant to Section 9 of the Open Public Meetings Act, and the mailing of regular meeting schedules or revisions thereof to persons requesting same under Paragraph 14 of said act.

RULE TWENTY-SEVEN

Public comment shall be afforded all members of the general public at each regular and special meeting of the Mayor and Borough Council. Any member of the general public desiring to address the governing body shall do so upon recognition of said speaker by the Mayor or Presiding Officer. The speaker shall first identify themselves by name and address. The speaker shall be permitted to address the governing body on any topic that is for the good and welfare of the general public. Public comments, questions, or other reasons for an appearance at the meeting shall be limited to five (5) minutes per speaker. Persons making public comments are not permitted to yield their allotted time to another individual. No questioning of individual members of Council shall be permitted by any speaker. In the event a speaker wished to pose a question to any individual member, they shall address the question to the Mayor or Presiding Officer, the time limitation imposed by this Rule may be waived or modified by the Mayor or Presiding Officer or by a majority of the Council Members present, upon motion duly made and seconded. No member of the public shall be allowed to poll the council on any issue. The Mayor or the Presiding Officer shall on all

occasions preserve the strictest order and decorum and shall cause the removal of all persons who interrupt the orderly proceedings of the Governing Body.

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
BRANCH	X				HYMAN	X			
DELIA	X				JETHWANI	X			
GIAMBOI	X				KANDEL	X			
MOTION	DELIA				SECOND	GIAMBOI			
X - INDICATES VOTE					AB- ABSENT		NV- NOT VOTING		

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at the Reorganization meeting held on January 1, 2025.




 Deborah Zupan, RMC
 Borough Clerk