

ORDINANCE #29-24
BOROUGH OF SAYREVILLE
COUNTY OF MIDDLESEX
ORDINANCE ADDRESSING PARLIAMENTARY
PROCEDURE DURING COUNCIL MEETINGS

WHEREAS, the Borough of Sayreville (“Borough”) is governed under the Borough form of government pursuant to N.J.S.A. 40A:60-3 et seq; and

WHEREAS, the Borough Council meets twice each month, and at such other times as may be necessary at Borough Hall or another Borough location; and

WHEREAS, the Borough Council intends that its regular meetings be governed by uniform rules of parliamentary procedure, and which are currently governed by Rules of Order that do not address all aspects of parliamentary procedure; and

WHEREAS, the latest revised edition of Robert’s Rules of Order serves as the basis for comprehensive parliamentary procedure during the meetings of governing bodies in a number of municipalities throughout New Jersey; and

WHEREAS, the Borough Council seeks to apply the latest revised edition of Robert’s Rules of Order to its deliberations.

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Sayreville in the County of Middlesex, State of New Jersey, as follows:

SECTION 1. Chapter II of the Code of Ordinances, titled “Administration” is hereby amended as follows:

§ 2-3 – Meetings.

2-3.2 Order of Business.

At all regular meetings, the deliberations of the Borough Council shall be governed by law and the rules of procedure shall be in accordance with the latest revised edition of Robert’s Rules of Order, except that, by majority vote, the Borough Council may elect to set aside procedural rules, provided such setting aside is not in conflict with statutory requirements, and provided also that the setting aside will expedite the Borough Council’s work or further public understanding of the issues at hand. The business of the Council shall be taken up for consideration in substantially the following order except as may be otherwise ordered by the Mayor and Council:

- a. Roll call.
- b. Presentment of ordinances for final approval.
 - I. **Old Business: Ordinances subject to final approval**
 - i. **Public Portion on ordinances subject to final approval**
 - ii. **Optional Council comments**
 - II. **New Business: Introduction of new ordinance(s)**
 - i. **Presentation and/or discussion at introduction, (optional)**
 - A. **Person running meeting will designate speaker.**
 - ii. **Public portion to take place at subsequent meeting when ordinance is presented**

- c. Communications as set forth on agenda.
- d. Public hearings on agenda resolutions only.
- e. Consent agenda resolutions by roll call.
- f. Resolutions to be read in full.
- g. Resolution to approve or disapprove list of vouchers and claims.
- h. Committee reports.
- i. **General discussion items**
- j. **Public portion**
 - a. **Optional council response**
- k. **Executive Session, (as needed)**
- l. **Adjournment**

During the public hearings set forth above, it shall be the policy of the Mayor and Borough Council that all speakers from the public shall be recognized to speak up to ~~five (5)~~ **three (3)** minutes **in total** ~~at one time~~ in order to provide an opportunity for everyone to speak. Members of the public may be recognized more than once at said public hearings **at the sole discretion of the presiding officer** provided that all members of the public wishing to speak shall be recognized prior to the members of the public being called upon for a second or subsequent period of time, **and that no member of the public's total time exceeds five (5) minutes.**

SECTION 2. Severability.

The provisions of this Ordinance shall be severable. In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to the portion of the Ordinance actually adjudged invalid and shall not be deemed to affect the operation of any other portion thereof, which shall remain in full force and effect.

SECTION 3. Repealer.

All ordinances and resolutions, and parts of ordinances and resolutions which are inconsistent with provisions of this ordinance shall be, and are hereby, repealed to the extent of any such inconsistency.

SECTION 4. Effective Date.

This ordinance shall take effect upon final adoption and publication in accordance with law.

INTRODUCED/APPROVED ON FIRST READING

DATED: May 28, 2024

Jessica Morelos, R.M.C.
Clerk of the Borough of Sayreville

(Admin. & Finance Committee)
Borough of Sayreville

ADOPTED ON SECOND READING

DATED: June 17, 2024

Jessica Morelos, R.M.C.
Clerk of the Borough of Sayreville

(Admin. & Finance Committee)
Borough of Sayreville

APPROVAL BY THE MAYOR ON THIS _____ DAY OF _____, 2024.

APPROVED AS TO FORM:

Kennedy O'Brien, Mayor
Borough of Sayreville

Borough Attorney