

**RESOLUTION #2013-1.13
OF THE GOVERNING BODY
OF THE BOROUGH OF BLOOMINGDALE,
PASSAIC COUNTY, NEW JERSEY**

Adopting 2013 By-Laws

WHEREAS, it is the prerogative of the Borough Council of the Borough of Bloomingdale (“Borough Council”) to adopt By-Laws for the orderly, efficient and public-friendly performance of its official duties as the Governing Body of the Borough of Bloomingdale (“Borough”); and

WHEREAS, the Borough Council hereby finds that the adoption of By-Laws will foster the orderly, efficient and public-friendly performance of its official duties as the Governing Body of the Borough;;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council that any and all By-Laws heretofore adopted by the Borough Council be and are hereby repealed; and

BE IT FURTHER RESOLVED that the By-Laws set forth hereinafter be and are hereby adopted by the Borough Council as the By-Laws governing the proceedings of meetings of the Borough Council for the calendar year of 2013:

**BY-LAWS FOR THE YEAR 2013
OF THE BOROUGH COUNCIL
OF THE BOROUGH OF BLOOMINGDALE**

ARTICLE I

Definitions

Section 1.1

The term “Borough” shall mean the Borough of Bloomingdale.

Section 1.2

The term “Borough Clerk” shall mean the Borough Clerk of the Borough of Bloomingdale.

Section 1.3

The term “Committee” shall mean a duly appointed and constituted Standing Committee of the Borough Council of the Borough of Bloomingdale.

Section 1.4

The term “Council” shall mean the Borough Council of the Borough of Bloomingdale.

Section 1.5

The term “Mayor” shall mean the Mayor of the Borough of Bloomingdale.

Section 1.6

The term “President” shall mean the President of the Borough Council of the Borough of Bloomingdale.

Section 1.7

The term “President *Pro Tem*” shall mean the President *Pro Tem* of the Borough Council of the Borough of Bloomingdale.

Section 1.8

The term “Select Committee” shall mean a duly appointed and constituted Select Committee of the Borough Council of the Borough of Bloomingdale.

ARTICLE II

Governing Rules of Order

Except as otherwise provided by provision of the succeeding By-Laws, it is hereby determined and declared that *Robert’s Rules of Order* shall be the controlling source of authority for all matters of procedural governance of all meetings of the Council.

ARTICLE III

Meetings of the Council

Section 3.1

At or prior to its Annual Reorganization Meeting, the Council shall by Resolution establish a regular schedule of Work Session and Regular Business Meetings of the Council for the succeeding year. Unless otherwise determined to be necessary and/or appropriate by the Presiding Officer or by a majority of the full membership of the Council, official business shall be reserved for transaction at Regular Business Meetings of the Council.

Section 3.2

The Mayor shall have the discretion and authority to call a Special Meeting of the Council by directing the Borough Clerk to notify in writing the members of the Council of such Special Meeting.

Section 3.3

Notwithstanding the foregoing, four (4) members of the Council may call a Special Meeting of the Council by directing the Borough Clerk to serve upon the Mayor and each member of the Council a written notice signed by each of the four (4) members.

Section 3.4

Any notice of a Special Meeting of the Council shall specify the time, purpose and place within the Borough of any such Special Meeting and shall be delivered to the Mayor and to each member of the Council no less than 48 hours prior to the time set forth in said notice.

Section 3.5

Emergency Meetings of the Council shall be convened in accordance with the provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10A:4-6, *et seq.*

Section 3.6

The Mayor or any member of the Council shall have the right to request a recess of any meeting of the Council for the purpose of convening a caucus.

Section 3.7

The Council shall be permitted to engage in confidential deliberations during its meetings by convening an “executive session,” which shall not be open to attendance by any person who is not a member of the Council unless a majority of the members of the Council in attendance permits any such person to attend any such executive session.

Section 3.8

The subject matter of an executive session shall be limited to such topics as are permitted to be discussed in confidential deliberations by the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12(b).

Section 3.9

Provision shall be made for a reasonable period of time for public comment at all meetings of the Council not otherwise reserved for meetings of committees and/or select committees, including prior to any vote being taken and recorded on any motion and/or resolution arising or resulting from an executive session of the Council.

ARTICLE IV

Officers of the Council

Section 4.1

The Presiding Officer shall be responsible for ensuring an orderly and productive flow of Official Business at meetings of the Council and shall have the authority to render rulings with respect to matters of procedure and decorum at such meetings.

Section 4.2

A ruling of the Presiding Officer shall control unless a majority of the full membership of the Council shall, by roll call vote, override any such ruling.

Section 4.3

The Mayor shall serve as the Presiding Officer of all meetings of the Council.

Section 4.4

In the event of the absence of the Mayor from any meeting of the Council, the President shall serve as the Presiding Officer of any such meeting.

Section 4.5

In the event of the absence of the Mayor and the President from any meeting of the Council, the President *Pro Tem* shall serve as the Presiding Officer of any such meeting.

Section 4.6

In the event of the absence of the Mayor, the President and the President *Pro Tem* from any meeting of the Council, the members of the majority party shall designate a member of the Council to serve as the Presiding Officer of any such meeting.

Section 4.7

The Borough Clerk shall be responsible for recording, in writing or by electronic means, the discussions and votes cast at all meetings of the Council, including executive sessions as described in Section 3.8.

Section 4.8

In the event of the absence of the Borough Clerk from any meeting of the Council, the Presiding Officer shall appoint a Clerk *Pro Tem* for any such meeting.

Section 4.9

The Borough Clerk shall prepare and distribute to the Mayor and to each member of the Council for review and revision, where appropriate, a draft copy of the minutes compiled of each meeting of the Council.

Section 4.10

Minutes of the meetings of the Council shall be reviewed, revised and approved by the members of the Council by no later than at each succeeding month's Regular Business Meeting of the Council or as soon thereafter as shall be reasonably practicable to do so.

ARTICLE V

Quorum of the Council

Section 5.1

A quorum shall be necessary to transact official business of the Borough at meetings of the Council and shall be established when the Mayor and at least three (3) members of the Council are present, or at least four (4) members of the Council are present.

Section 5.2

A quorum shall no longer exist, and no official business of the Borough shall be conducted, in the absence of any of the circumstances set forth in Section 5.1.

Section 5.3

Notwithstanding the provisions of Section 5.1 and provided that no quorum is thereby established as provided in Section 5.1, individual members of the Council shall be permitted to meet to discuss and debate matters of governance of the Borough, including by attendance at meetings of either Committees or Select Committees as well as at public or private events.

ARTICLE VI

Business of the Council

Section 6.1

Except as otherwise determined by the Presiding Officer, or a majority of the Borough Council, the Regular Order of Business at all Regular Session Meetings and Work Session Meetings of the Council shall be as follows:

- (a) Call to Order by the Presiding Officer (*Call to Order*)
- (b) Roll Call of Members by the Borough Clerk and Recognition by the Presiding Officer of Borough Officials in attendance (*Roll Call*)
- (c) Salute to the American Flag and, whenever appropriate, a Moment of Silence (*Flag Salute*)
- (d) Announcement of Prior Public Notification of Meeting by the Presiding Officer (*Public Notice Statement*)
- (e) Early Executive Session
- (f) Non-Agenda Items
- (g) Early Public Comment per Section 3.9 (Reserved for Agenda Items]
- (h) Presentations to the Council (*Presentations*)
- (i) Reports of Professionals, Department Heads, Committees and Mayor's Report
- (j) Approval of Consent Agenda
- (k) Presentation of Pending Business (*Pending Business*)
- (l) Presentation of New Business (*Introduction of New Business*)
- (m) Late Public Comment (*Late Public Comment*)
- (n) Executive Session
- (o) Introduction and Consideration with Public Comment of Essential Executive Session Items (*Consideration of Executive Session Business with Public Comment*)
- (o) Announcement of Governing Body Meeting Schedule (*Governing Body Schedule*)
- (p) Adjournment (*Adjournment*)

Section 6.2

Following the Early Executive Session and upon resumption of the public meeting of the Council, the Presiding Officer shall indicate what action, if any, is intended to be taken with respect to any such executive session item by the Council and that such action shall be taken during that portion of the meeting designated for "Pending Business" unless otherwise indicated.

Section 6.3

At the discretion of the Presiding Officer or by majority consent of those members of the Council in attendance, a member of the general public may be permitted to speak to a non-agenda item during the Early Public Comment Period.

Section 6.4

The Consent Agenda shall include any and all items as to which it is determined that there shall be no need for public discussion by the Council, including, but not limited to, the following:

- (a) Approval of Certified Minutes of Council Meetings
- (b) Internal Communications of Borough Departments and Professionals
- (c) Communications generated and/or received by the Council
- (d) Approval of unanimous resolutions of the Council

Section 6.5

The Mayor or any member of the Council shall be permitted to unilaterally request that any item be removed from the Consent Agenda and reserved for discussion by the Council during that portion of its meeting designated for "Introduction of New Business".

Section 6.6

- (a) Pending Business of the Council shall be presented in the following order:
 - (1) Committee Reports by the respective Committee or Select Committee Chairperson (or, in his absence, by the Ranking Majority Committee Member)
 - (2) Council Action based upon the recommendations of the respective Committee or Select Committee
- (b) Committee Reports and Council Action thereon shall be introduced and considered by the Council in the following order:
 - (1) Select Budget Committee
 - (2) Governmental Operations Committee
 - (3) Public Health & Safety Committee
 - (4) Ordinance Review Committee
 - (5) Shared Services Committee

- (6) Grant Writing Committee
- (7) Flood Committee
- (8) Any other Select Committee

Section 6.7

Council Liaisons and Keypersons shall issue their reports to the Mayor and Council in accordance with the provisions of Sections 8.9 and 8.11, respectively.

Section 6.8

The Presiding Officer shall have the authority to reserve any portion of the meeting of the Council, designated for Public Comment, for the presentation and discussion of issues of official business of the Borough or of the Council.

Section 6.9

The Borough Administrator and the Municipal Clerk shall be responsible for the establishment and distribution of an agenda in a form consistent with the provisions of Article VI. The Mayor or any member of the Council shall have the right to place on a meeting agenda and/or to introduce at a meeting of the Council a matter of Official Business of the Council, provided that the provisions of Section 3.6 are not violated thereby.

Section 6.10

Nothing herein shall prohibit any dialogue during any Public Comment Period between a citizen and the Mayor or a member of the Council provided that at all times any such commentary is directed to and through the Presiding Officer.

Section 6.11

A written agenda of each meeting of the Council shall be prepared and delivered to the Mayor and to each member of the Council no less than two (2) business days prior to the time established for such meeting or as reasonably practicable prior to such meeting as circumstances may otherwise permit.

Section 6.12

Any item requested to be placed on a written meeting agenda shall be submitted no less than three (3) business days prior to the time established for such meeting, or as reasonably practicable prior to such meeting as circumstances may otherwise permit.

Section 6.13

Any item not placed on a written meeting agenda may be entertained by the Council upon majority consent of the Mayor and Council.

ARTICLE VII

Voting of the Council

Section 7.1

Unless otherwise determined by majority consent, and except for matters involving the expenditure of public funds which shall always be resolved by formal roll call vote, all matters brought before the Council for decision shall be resolved by a call by the Presiding Officer for a formal motion and/or resolution, which must be duly seconded to be entitled to a vote and which only then shall be voted upon by the members of the Council.

Section 7.2

A vote of the Council shall be taken and recorded with respect to a particular motion and/or resolution whenever a member of the Council “calls the question” on any such motion and/or resolution.

Section 7.3

Proxy voting shall not be permitted.

Section 7.4

All matters of procedure at meetings of the Council shall be governed by the principle of unanimous consent and shall be resolved by voice vote of the members of the Council unless objection from any member is heard, in which event a roll call vote shall be ordered and taken with respect to such matter upon motion having been duly made and seconded.

Section 7.5

All matters of substantive decision-making of the Council, including matters of general or special appropriation or expenditure of Borough funds, shall be governed by the principle of majority rule and shall be recorded by roll call vote of the members of the Council.

Section 7.6

- (a) Voting of members of the Council shall be conducted on a rotating basis, with the first vote at each Council meeting being taken and recorded in the following order:

- (1) Council President
- (2) Council President *Pro Tem*
- (3) Ranking Senior Member in terms of longevity on the Council
- (4) Next Ranking Member in terms of longevity on the Council
- (5) Next Ranking Member in terms of longevity on the Council
- (6) Least Ranking Member in terms of longevity on the Council

(b) In the event that two members both qualify as “Ranking Senior Member” or “Next Ranking Member”, the order of their voting shall be determined by mutual consent of the respective members, or in the absence of such mutual consent, then by the Presiding Officer.

(c) Each succeeding vote shall be taken and recorded by having, on a rotating basis, the first voting member become the last voting member and each next voting member moving one position closer to becoming the first voting member.

Section 7.7

When asked to cast a vote, members of the Council shall be permitted the following options:

- (a) Yes;
- (b) No;
- (c) Abstain;
- (d) Pass

Section 7.8

A “Yes” vote shall be recorded as an affirmative vote in favor of the motion or resolution as to which the vote has been taken.

Section 7.9

A “No” vote shall be recorded as a negative vote against the motion or resolution as to which the vote has been taken.

Section 7.10

A vote of Abstention shall be counted for purposes of establishing a quorum, but shall not be recorded as an affirmative or negative vote.

Section 7.11

A vote of “Pass” shall signify that the Member is not prepared to vote when called upon to do so and shall the Borough Clerk to recall the member for the purpose of voting once each other member who has cast a “non-Pass” vote has voted. A member who upon being recalled again votes by way of a “Pass” shall be recorded as having been “Abstained”.

ARTICLE VIII

Committees & Representatives of the Council

Section 8.1

The Council hereby establishes the following Committees and areas of jurisdictional authority:

(a) Shared Services Committee: Explores opportunities for the Borough to enter into shared services agreements with other municipalities and/or governmentally controlled entities to share municipal services in a cost effective manner that is beneficial to the residents of the Borough;

(b) Governmental Operations Committee: Regulates Borough finances and personnel matters; reviews proposed ordinances; and monitors procedures and operations of administration, public works, utilities and Governing Body;

(c) Ordinance Review Committee: Reviews zoning ordinances, implements Master Plan and Main Street revitalization, administers business affairs, monitors construction-related departments and property maintenance;

(d) Public Health & Safety Committee: Monitors operations of Borough public health & safety departments, including police department, fire department, board of health and animal control

(e) Grant Writing Committee: Explore opportunities for the Borough to obtain grants from the County, State and Federal governments, or other public funding sources, and oversee the preparation of grant applications submitted by the Borough to the appropriate funding authorities.

(e) Flood Committee

(g) Any Other Select Committee

Section 8.2

(a) The Council shall create such other Select Committees as it may from time to time find and determine to be necessary and beneficial to the efficient and effective conduct of the Official Business of the Borough and operation of the Council.

(b) The jurisdiction of a Select Committee shall be determined by the Council and, to the extent permitted, shall supersede the jurisdiction of a Standing Committee with respect to any issue as to which said Select Committee is given jurisdiction.

Section 8.3

In the event that more than one Committee seeks to exercise jurisdiction over a matter or where there is uncertainty as to which Committee shall exercise jurisdiction over a matter, then any such dispute or uncertainty shall be resolved by a majority vote of the full membership of the Council or, in the absence thereof, by the Presiding Officer.

Section 8.4

Each Committee shall have at least two members but no more than three members, one of whom shall be appointed as Committee Chairperson. The Mayor may appoint, subject to the advice and consent of the Council, such Committee members who are not members of the Council as is determined to be appropriate and in the interest of the citizens of the Borough.

Section 8.5

(a) Each Committee shall meet at least monthly unless its Chairperson determines that there is no Official Business of the Borough or of the Council warranting such a meeting.

(b) Each Select Committee shall meet at such time as its Chairperson or the Presiding Officer shall determine is necessary to consider Official Business of the Borough falling within the scope of its jurisdiction.

Section 8.6

All Committees shall maintain a written record of the subject matter discussed and recommendations made during each Committee meeting, which record shall be prepared and presented by the Committee Chairperson at the next Work Session Meeting of the Council next succeeding the Committee meeting to which the report pertains.

Section 8.7

The Mayor shall have the authority to nominate members of the Council for appointment to Committee or Select Committee positions, which nominations shall be subject to the advice and consent of the Council by a recorded, roll call, majority vote. In the event that a Mayoral nominee for a particular position does not receive a majority vote, then any member of the

Council may move another nominee for the same position and, upon obtaining a second for any such motion, request a recorded, roll call vote of the full membership of the Council.

Section 8.8

The Mayor shall appoint, subject to the advice and consent of the Council, members and/or designees of the Council to serve as non-voting Liaisons to such municipal boards, commissions and/or committees and to such civic, business, governmental or other entities as may be determined to be in the best interests of the Borough and/or the Council.

Section 8.9

A Council Liaison shall be responsible for communicating, and establishing a good-working relationship, with those entities as to which such liaison may serve and shall regularly report any and all activities of such entities to the Mayor and Council.

Section 8.10

The Mayor shall appoint, subject to the advice and consent of the Council, members of the Council to serve as Keypersons with respect to such matters of importance to the Borough or to the Council as may be determined to be necessary to effectuate the work of the Borough and/or the Council.

Section 8.11

A Council Keyperson shall be responsible for monitoring all matters to which he shall have been assigned and for regularly reporting upon the same to the Mayor and Council.

Section 8.12

The Mayor shall have the authority to make nominations with respect to other positions the appointment of which is not otherwise provided for by State Statute or Borough Ordinance, subject to the provisions of Section 8.7.

ARTICLE IX

Appropriations by the Council

Section 9.1

Bills, invoices or other claims for payment by the Borough shall be considered for such payment by the Council in accordance with Borough Code and State Law.

Section 9.2

Each resolution directing the payment of any bill, invoice or other claim for payment shall be deemed to require that the Borough Treasurer must certify the availability of funding before any such bill, invoice or other claim for payment can be satisfied.

Section 9.3

Any member of the Governing Body that has any connection, i.e. business, personal, familial, shall recuse him/herself from voting on any payments or approval for purchases.

ARTICLE X

Official Seal of the Borough

Section 10.1

The Official Seal of the Borough shall be circular in form and shall contain the following information:

THE BOROUGH OF BLOOMINGDALE

1918

PASSAIC COUNTY, NEW JERSEY

Section 10.2

The Borough Clerk shall maintain custody of the Official Seal of the Borough, which shall be affixed by the Borough Clerk to all documents upon which the Official Seal is legally required to be affixed as well as upon any other such documents as the Council may from time to time so direct be affixed with the Official Seal.

ARTICLE XI

Amendment of the By-Laws

Section 11.1

The By-Laws set forth herein shall not be amended or otherwise altered except as permitted herein.

Section 11.2

The By-Laws set forth herein shall not be amended or otherwise altered except upon a two-thirds (2/3) vote of the full membership of the Council.

Record of Council Vote on Passage

COUNCIL PERSON	AYE	NAY	Abstain	Absent	COUNCIL PERSON	AYE	NAY	Abstain	Absent
Conklin	X				Shortman	X			
D'Amato	X				Sondermeyer	X			
Dellaripa	X				Yazdi	X			
Mayor Dunleavy									

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Governing Body of the Borough of Bloomingdale at an Official Meeting held on January 8 2013.

Jane McCarthy, R.M.C.
Municipal Clerk, Borough of Bloomingdale