

Borough of Matawan

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Public Notice

Resolution 26-01-39

**Approving Protocol For
Borough of Matawan Council Meeting**

Public Comment Podium Procedures

WHEREAS, the Mayor and Council welcome comments, suggestions and inquiries from the residents of the Borough of Matawan; and

WHEREAS, it is the desire of the Mayor and Council to provide for effective and productive Council meetings, to hear from its residents in a timely manner, and to conduct the large volume of Borough business within the time constraints available at public meetings in a more orderly, productive manner; and

WHEREAS, establishing a protocol for the Borough of Matawan Council Meeting Public Comment Podium Procedures will provide for standards to be used during a Borough Council meeting for the order of business; and

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby establishes the following Borough of Matawan Council Meeting Public Comment Podium Procedure(s):

- The Mayor or other Councilperson acting as the Mayor shall act as the Chair of meetings of the Borough Council.
- All comments by members of the public shall be made from the podium after having been recognized by the Chair.
- The citizen will state their name and address for the record.
- Comments will be limited to five (5) minutes. Each five (5) minute period is personal to each speaker and may not be ceded to another speaker.

- No profanity shall be permitted. Any person who uses profanity may be ruled out of order and subject to removal.
- Questions or comments of the public should be directed to the Chair. If appropriate, the Chairperson may direct and recognize a member of the Governing Body, staff employee or professional of the Borough to respond. The Chair may request that any question asked of the Borough Council or its staff or professionals which, due to its complexity or need for research or factual investigation cannot be answered immediately, be placed in writing by the inquirer and directed to the appropriate Borough official and that an answer be provided to the inquirer as soon as possible.
- Any of these Standing Rules may be suspended for a particular matter by vote of a majority of the Council present at the meeting.
- These rules may be supplemented by the adoption of additional rules required to be adopted by law during a declared State of Emergency for the conducting of remote meetings of the Governing Body by electronic means.

Karen Wynne, RMC
Municipal Clerk