Salem County New Jersey
Board of Chosen Freeholders

Resolution No. 2018 – 001

Approved as to Form and Legality	Date Adopted	Committee
Michael M. Mulligan, Esq. Salem County Counsel	January 3, 2018	Administrative

RESOLUTION FOR THE ADOPTION OF THE RULES TO GOVERN THE SALEM COUNTY BOARD OF CHOSEN FREEHOLDERS FOR THE YEAR 2018

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Salem that the Rules to Govern the Salem County Board of Chosen Freeholders for the Year 2018 be adopted.

Freeholder Director
Board of Chosen Freeholders

I hereby certify the foregoing to be a true resolution adopted by the Board of Chosen Freeholders of the County of Salem at its annual stated reorganization meeting held on Wednesday, January 3, 2018.

BRENDA P. BANKS
Clerk of the Board

RECORD OF VOTE

FREEHOLDER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION MOVED	RESOLUTION SECONDED
M. DeCastro	X					
S. Griscom	X					
C. Hassler	X				X	
B. Laury	X					
L. Ware	X					X

X – Indicates Vote

RULES TO GOVERN

THE SALEM COUNTY

BOARD OF CHOSEN FREEHOLDERS

FOR THE YEAR 2018

RULES TO GOVERN
THE SALEM COUNTY BOARD OF CHOSEN FREEHOLDERS
FOR THE YEAR 2018

SECTION 1. ANNUAL REORGANIZATION MEETING

1:1-1 Time and Place

The annual, or "reorganization", meeting of the Board of Chosen Freeholders of the County of Salem shall be held at the location, date and time specified during the first week of January of each calendar year, as the Board by resolution passed before said meeting may determine. Provided, however, that no annual meeting shall be held by the Board on a Sunday.

1:1-2 Presiding Officer

At such annual meeting, the Clerk of the Board shall be the temporary presiding officer until the Board elects a Director. In the event that the term of office of the Clerk of the Board expires before the Annual Reorganization meeting, then the Freeholder members of the political party in the majority, at the time of the Annual Reorganization meeting, which includes those elected and about to take the oath of office, shall designate a member of the Board of Chosen Freeholders to act as the temporary presiding officer.

1:1-3 Quorum

A majority of the members of the Board of Chosen Freeholders shall constitute a quorum for the transaction of County business. Public notice shall be filed in accordance with Open Public Meetings Act. If a quorum is not present at least (30) thirty minutes after the appointed meeting time, the person presiding or in his/her absence, the Clerk of the Board may declare the meeting adjourned.

Participation in the Annual Reorganization meeting must be in person. Video or phone participation will not be permitted.

1:1-4 **Agenda**

At the annual meeting the Board of Chosen Freeholders shall, in addition to such other further business and ceremonies as may be desired, attend to the following matters of business:

a) Pre Meeting – Elected Officials take oath
b) Call to Order
c) Invocation
d) Pledge of Allegiance to Flag
e) Roll Call
f) Statement of Compliance with Open Public Meeting Act
g) Statement of Receipt of Certificate of Election(s) from County Clerk.
h) Election of Freeholder Director, Deputy Director
i) Oath of Office to Freeholder Director, Deputy Director
j) Adoption of Rules of the Board for Salem County Board of Chosen Freeholders
k) Election of such other officers as rules may provide
l) Designate standing committees of the Board; appoint chairperson and members, thereof. An annual addendum shall be prepared by the Clerk of the Board.
m) Fill vacant positions on committees and commissions; appoint officers and key county officials
n) Make temporary appropriations as necessary to insure continuity of County operations

1:1-5 **Order**

a) Any motion presented to the Board shall be reduced to writing upon the request of any member.
b) Any member of the Board, including the Director may make a motion.
c) All resolutions, ordinances, reports and motions must be seconded by a member other than the member proposing the motion, in order to be

presented to the Director for consideration by the Board.

d) If any resolution or motion shall contain several distinct propositions, or if the content of any motion is readily subject to division for purposes of separate consideration, a division shall be made by the Director at the request of any member; provided, however, that if the proponent of the motion contends that division will detract from the effective consideration of the motion, then division shall not be made except upon a majority vote of the Board in favor of division.

e) When a resolution or motion has been presented to the Board and seconded, the floor shall be open for discussion and debate on the motion.

f) When a motion is under discussion or debate, no other motion shall be entertained by the Director except the following, which shall have precedence in the following order:

1. to adjourn (A motion to adjourn shall always be in order);
2. to lay on the table (decide with or without debate);
3. for the previous question (decide with or without debate);
4. to postpone indefinitely;
5. to postpone to a certain date;
6. to postpone to the next regular meeting;
7. to postpone for the present;
8. to commit or amend

1:1-6 Parliamentary Questions

The Director in accordance with "Roberts Rules of Order, Revised" shall decide all other questions relating to order or procedure not set forth in these rules.

1:1-7 Procedure

a) Any member desiring to speak, participate in discussion or debate or present any motion or resolution shall raise their hand and address the Director for attention.

b) If two or more members shall seek recognition at the same time, the Director shall decide which one shall be recognized for purposes of addressing the Board.

c) A point of order may be raised by any member in attendance at the meeting at any time. The Director shall decide such point of order.

d) Any member shall have the right to appeal to the Board from the decision of the Director on the point of order. A voting majority will be required to overrule the decision.

e) When any member shall be called to order by the Director, they shall immediately take their seat and discontinue addressing the Board.

f) No member shall speak more than twice on the same question without the permission of the Director.

g) The Director or other member acting as presiding officer shall be permitted to engage in discussion or debate on questions or motions before the Board. The chair may call upon some other member to assume the chair as temporary presiding officer, and then seeking recognition in accordance with the provisions of these rules or the Chair may defer all points of order, which arise during the discussion or debate to the Deputy Director.

h) When the Director or presiding officer surrenders the chair in order to engage in discussion or debate, the member assuming the chair as temporary presiding officer shall retain the chair only until the completion of discussion or debate by the Director or presiding officer.

i) Resolutions, citations and proclamations to be presented to the Board for consideration at their annual reorganization meeting, shall be presented in writing and shall be signed by the Freeholder member proposing same.

j) Except in matters where waiver or suspension of the rules is permitted, all proposed resolutions, citations and proclamations shall be delivered directly to the Clerk of the Board no later than (7) seven days prior to the Annual Reorganization Meeting.

k) In addition to the duties imposed by statute, the Administration/ Clerk of the Board Office shall keep the office open for the transaction of business between the hours of 8:30 AM and 4:30 PM on all days of the year except legal holidays, Saturdays and Sundays, said hours to be prevailing time.

l) E-mailed resolutions, citations and proclamations, even those with electronic

signatures, does constitute delivery and is considered an acceptable submission.

m) Copies of the agenda and resolutions for consideration at the Reorganization meeting will be distributed by the Clerk of the Board to each Freeholder a minimum of (5) five days before the established meeting time.

n) Except in matters where waiver or suspension of the rules is permitted, each resolution to be presented to the Board for adoption shall be prefaced by a title which shall contain a short, concise statement of the content and purpose of the resolution and include name of individual being appointed or recognized and/or name of organization being awarded contracts.

o) All resolutions adopted by the Board shall be serially numbered and shall be dated as of the date of their final adoption. The numbering shall contain the four digits of the year in which the resolution passed, and shall thereafter be serially numbered, e.g.: "2017-001," etc.

p) A book containing the adopted resolutions in numerical order shall be maintained for the Freeholders use and shall be available at all times in the Clerk of the Board.

q) Except as otherwise provided by these rules, in voting on the question of the adoption of a motion or resolution, it shall be appropriate for the Director to call for a hand vote where the right hand is raised to signify "aye, yes, or for" or "nay, no, or against" as instructed by the Director or "voice" vote in which affirmative votes shall be signified by saying, "aye, yes, for" and negative votes shall be signified by saying, "nay, no, or against".

r) At the request of any member, the Director shall require a roll call vote. For a roll-call vote, the Clerk of the Board of Chosen Freeholders shall read the name of each Freeholder member, who shall then indicate their voice vote on the motion by stating "for," "against," or "abstain."

s) Except as otherwise provided in these rules or by law, a resolution or motion shall not be deemed to have been adopted unless it has received affirmative votes from a majority of members physically present at said reorganization meeting.

1:1-8 <u>Decorum</u>

a) No member shall speak to another member or to an officer of the Board or any

other person or leave their seat while the minutes, reports, or other matters are being read or any motion is being presented or any motion is discussed or debated, or an officer, member or citizen is addressing the Board.

b) No member shall withdraw from the room after the meeting is called to order and before adjournment without permission of the Director of the Board.

c) No member shall engage in face-to-face debates. All remarks must be directed to and all questions submitted through the Presiding Officer.

d) Members shall refrain insofar as possible from using other than members first or last names. If it becomes necessary to use a name, only the last name prefaced by either Mr., Mrs., Ms., or Freeholder shall be used.

1:1-9 Waiver, Suspension and Amendments to Rules of the Board

a) These rules and any order of the Board may be suspended upon the affirmative vote of at least (3) three members of the entire Board. These rules may be amended by submitting the proposed amendments in writing to the Board at a meeting duly called in accordance with these rules, read aloud by the Clerk of the Board and laid over for a vote at the next regular meeting of the Board or at a special meeting duly called for the purpose, at which time a majority vote of the entire membership shall be required for the adoption of the amendment, provided however any rule may be temporarily altered, amended or waived at any meeting by a motion of the simple majority of all members of the Board, present at said meeting.

b) Unless otherwise permitted by a majority vote of the membership of the Board in attendance at the reorganization meeting, walk-on resolutions shall not be considered at the reorganization meeting of the Board.

1:1-10 Duration

Unless previously amended as provided for elsewhere in these Rules, these rules shall remain in full force and effect from the date of their adoption for a period of one (1) year; provided, however, that the rules shall be deemed to continue in effect beyond the term of one (1) year only until rules are adopted for any succeeding year.

1:1-11 **Standing Committees**

a) Standing committees of the Board of Chosen Freeholders of the County of Salem shall be composed of two (2) members to be appointed by the Director at the annual reorganization meeting or upon written order of the Director. One of the two (2) members shall be designated by the Director as the Chairperson.

b) The committees, their respective duties, and jurisdiction are designated as noted in Appendix 1 hereto. The Freeholder Director shall serve as Chair to the Administration Committee, unless that duty is otherwise delegated by the Director to another Freeholder.

SECTION 2. REGULAR MEETINGS

2:1-1 **Time and place**

The regular meetings of the Board of Chosen Freeholders in the County of Salem shall be held in the Court Room located in the Olde Salem County Court House at 104 Market Street in the City of Salem, New Jersey, on the first and third Wednesday of the month, beginning 6:30 PM prevailing time, unless the time and place of such meetings are otherwise provided for by the Board with the exception of the month of February when the meetings will begin at 4:00 PM, May 16 when the meeting will begin at 4:00 PM, June, July, and August when the meeting will be held the third Wednesday at 6:30 PM, with the closeout meeting being held the last business day of the year at 4:00 PM.

The Board of Chosen Freeholders may, by resolution, and in accordance with the statutes, provide that the regular meetings of the Board be held at such other times and at such other places throughout the County of Salem as it deems desirable.

2:1-2 **Presiding Officer**

The presiding officer at regular meetings shall be the Director, or in his/her stead the Deputy Director, or such other member as shall be selected by the resolution of the Board of Chosen Freeholders from time to time.

2:1-3 Quorum

A majority of the members of the Board of Chosen Freeholders shall constitute a quorum for the transaction of County business. Public notice shall be filed in accordance with Open Public Meetings Act. If a quorum is not present at least 30 minutes after the appointed meeting time, the person presiding or in his/her absence, the Clerk of the Board may declare the meeting adjourned.

PROXY-Freeholders must submit a signed proxy in writing to the Clerk of the Board/Administrator no later than (48) forty-eight hours in advance of the Regular Meeting for any action they wish to be represented on. Additionally, Freeholders may participate via conference call only as permitted by the Director and must provide for (48) forty-eight hours advance notice to the Clerk of the Board.

2:1-4 Agenda & Order of Business

The agenda and order of business for regular meetings shall be as hereinafter set forth in these rules.

a) The Director shall call the meeting of the Board to order at the time specified in the Notice given pursuant to the "Open Public Meetings Act". There will be a moment of silence or prayer followed by the Pledge of Allegiance.
b) Roll call of the members present to be called by the Clerk of the Board.
c) Reading by the Director or Clerk of the Board of the statement required pursuant to R.S. 10:4-10 in the "Open Public Meetings Act", which statement shall be made a part of the minutes of the meeting.
d) Approval of the minutes and proceedings of the previous meeting. Any inaccuracies therein shall be corrected by motion of the majority of the members present.
e) Waiver of the Rules, if necessary.
f) Special Recognitions and Presentations
g) Communications and Correspondence
h) Committee, Commission and Department Minutes
i) Payment of Bills and Claims

j) Treasurer's Report

k) Public Hearing (as required)

l) Resolutions by Committee-Resolutions shall be reported by the Clerk of the Board by Title only. However, the Director in his/her sole discretion may instruct the Clerk to read the entire resolution. Resolutions may be voted on individually or in block with the concurrence of the Board members.

m) Old Freeholder Business

n) New Freeholder Business

o) Freeholder Public Announcements

p) Public Comment – No member of the public during public comment period shall speak more than 2 times and not exceed four (4) minutes on any question or topic except by permission of the Freeholder Director.

q) Closed Session (if necessary)

r) Adjourn

2:1-5 **Order**

a) Any motion presented to the Board shall be reduced to writing upon the request of any member.

b) Any member of the Board, including the Director may make a motion

c) All resolutions, ordinances, reports and motions must be seconded by a member other than the member proposing the motion, in order to be presented to the Director for consideration by the Board.

d) If any resolution or motion shall contain several distinct propositions, or if the content of any motion is readily subject to division for purposes of separate consideration, a division shall be made by the Director at the request of any member; provided, however, that if the proponent of the motion contends that division will detract from the effective consideration of the motion, then division shall not be made except upon a majority vote of the Board in favor of division.

e) When a resolution or motion has been presented to the Board and seconded, the floor shall be open for discussion and debate on the

motion.

f) When a motion is under discussion or debate, no other motion shall be entertained by the Director except the following, which shall have precedence in the following order:

1) to adjourn (A motion to adjourn shall always be in order);
2) to lay on the table (decide with or without debate);
3) for the previous question (decide with or without debate);
4) to postpone indefinitely;
5) to postpone to a certain date
6) to postpone to the next regular meeting
7) to postpone for the present
8) to commit or amend

2:1-6 Parliamentary Questions

The Director in accordance with "Roberts Rules of Order, Revised" shall decide all other questions relating to order or procedure not set forth in these rules.

2:1-7 Procedure

a) Any member desiring to speak, participate in discussion or debate or present any motion or resolution shall raise their hand and address the Director for attention.

b) If two or more members shall seek recognition at the same time, the Director shall decide which one shall be recognized for purposes of addressing the Board.

c) A point of order may be raised by any member in attendance at the meeting at any time. The Director shall decide such point of order.

d) Any member shall have the right to appeal to the Board from the decision of the Director on the point of order. A voting majority will be required to overrule the decision.

e) When any member shall be called to order by the Director, they shall immediately take their seat and discontinue addressing the Board.

f) No member shall speak more than twice on the same question without the permission of the Director.

g) The Director or other member acting as presiding officer shall be permitted to engage in discussion or debate on questions or motions before the Board. The chair may call upon some other member to assume the chair as temporary presiding officer, and then seeking recognition in accordance with the provisions of these rules or the Chair may defer all points of order, which arise during the discussion or debate to the Deputy Director.

h) When the Director or presiding officer surrenders the chair in order to engage in discussion or debate, the member assuming the chair as temporary presiding officer shall retain the chair only until the completion of discussion or debate by the Director or presiding officer.

i) Resolutions, citations and proclamations to be presented to the Board for consideration at their regular meeting, shall be presented in writing and shall be signed by the Freeholder member proposing same.

j) Except in matters where waiver or suspension of the rules is permitted, all proposed resolutions, with the exception of resolutions approving the insertion of any special item of revenue pursuant R. S. 40A:4-87, Chapter 159, P.L. 1948, transfer of funds, citations and proclamations, shall be delivered directly to the Clerk of the Board via email no later than 12:00 noon within **five (5) calendar days** prior to the Regular Meeting at which the resolution is to be introduced. (i.e. 12:00 noon on the Tuesday prior to a Wednesday meeting of the following week.)

k) In addition to the duties imposed by statute, the Administration/ Clerk of the Board shall keep his/her office open for the transaction of business between the hours of 8:30 AM and 4:30 PM on all days of the year except legal holidays, Saturdays and Sundays, said hours to be prevailing time.

l) E-mailed resolutions, citations and proclamations, even those with electronic signatures, does constitute delivery and is considered an acceptable submission.

m) Copies of the tentative agenda and resolutions for consideration at the

Regular Meeting will be distributed by the Clerk of the Board to the offices of each Freeholder by the Friday before each Regular Meeting. Additionally the Clerk of the Board shall arrange for mail, including the Regular Meeting agenda and resolutions to be mailed to the Freeholder's address of record via the U.S. Postal Service or electronic media on the Friday before each Regular Meeting when so requested by the respective Freeholder.

n) Except in matters where waiver or suspension of the rules is permitted, each resolution to be presented to the Board for adoption shall be prefaced by a title which shall contain a short, concise statement of the content and purpose of the resolution and include name of individual being appointed or recognized and/or name of organization being awarded contracts.

o) All resolutions adopted by the Board shall be serially numbered and shall be dated as of the date of their final adoption. The numbering shall contain the four digits of the year in which the resolution passed, and shall thereafter be serially numbered, e.g.: "2017-001", etc.

p) A book containing the adopted resolutions in numerical order shall be maintained for the Freeholders use and shall be available at all times in the Clerk of the Board Office.

q) Except as otherwise provided by these rules, in voting on the question of the adoption of a motion or resolution, it shall be appropriate for the Director to call for a hand vote where the right hand is raised to signify "aye, yes, or for" or "nay, no, or against" as instructed by the Director or "voice" vote in which affirmative votes shall be signified by saying, "aye, yes, for" and negative votes shall be signified by saying, "nay, no, or against".

r) At the request of any member, the Director shall require a roll call vote. For a roll-call vote, the Clerk of the Board of Chosen Freeholders shall read the name of each Freeholder member, who shall then indicate their voice vote on the motion by stating "for," "against," or "abstain."

s) Except as otherwise provided in these rules or by law, a resolution or motion shall not be deemed to have been adopted unless it has received affirmative votes from a majority of members present at said Regular

Meeting.

2:1-8 **Decorum**

a) No member shall speak to another member or to an officer of the Board or any other person or leave their seat while the minutes, reports, or other matters are being read or any motion is being presented or any motion is discussed or debated, or an officer, member or citizen is addressing the Board.

b) No member shall withdraw from the room after the meeting is called to order and before adjournment without permission of the Director of the Board.

c) No member shall engage in face-to-face debates. All remarks must be directed to and all questions submitted through the Presiding Officer.

d) Members shall refrain insofar as possible from using other than members first or last names. If it becomes necessary to use a name, only the last name prefaced by either Mr., Mrs., Ms., or Freeholder shall be used.

2:1-9 **Waiver, Suspension and Amendments to Rules of the Board**

a) These rules and any order of the Board may be suspended upon the affirmative vote of at least three (3) members of the entire Board. These rules may be amended by submitting the proposed amendments in writing to the Board at a meeting duly called in accordance with these rules, read aloud by the Clerk of the Board and laid over for a vote at the next Regular Meeting of the Board or at a special meeting duly called for the purpose, at which time a majority vote of the entire membership shall be required for the adoption of the amendment provided, however, any rule may be temporarily altered, amended or waived at any meeting by a motion of the simple majority of all members of the Board present at said meeting.

SECTION 3. SPECIAL MEETINGS

3:1-1 Time and Place

Special meetings shall be held on the written or printed order of the Director, or of any three (3) members of the Board, specifying the time, date, location, business and object thereof. No other business other than that specified in the notice shall be considered at a Special Meeting. The Clerk of the Board shall call any such Special Meeting upon receipt of such order, by written notice directed to the respective members of the Board, and left at their respective places of abode, or mailed via the U.S. Postal Service to the their address of record at least (5) five calendar days before the day of the Special Meeting. E-mail notices shall be utilized, when possible, to give advance notice, but will not replace the written, mailed notice. The notices shall state the business and object of the meeting and the time and place where the meeting is to be held.

3:1-2 Presiding Officer

The presiding officer at special meetings shall be the Director, or in his/her stead the Deputy Director, or such other member as shall be selected by the resolution of the Board of Chosen Freeholders.

3:1-3 Quorum

A majority of the members of the Board of Chosen Freeholders shall constitute a quorum for the transaction of County business. Public notice shall be filed in accordance with Open Public Meetings Act. If a quorum is not present at least (30) thirty minutes after the appointed Special Meeting time, the person presiding or in his/her absence, the Clerk of the Board may declare the meeting adjourned.

PROXY-Freeholders must submit a signed proxy in writing to the Clerk of the Board no later than 48 hours in advance of the Special Meeting for any action they wish to be represented on. Additionally, Freeholders may participate via conference call only as permitted by the Director and must provide for (48) forty-eight hours advance notice to the Clerk of the Board.

3:1-4 Agenda & Order of Business

The agenda for Special Meetings shall be as hereinafter set forth in these rules.

a) The Director shall call the meeting of the Board to order at the time specified in the Special Meeting Notice given pursuant to the "Open Public Meetings Act". There will be a moment of silence or prayer followed by the Pledge of Allegiance
b) Roll call of the members present to be called by the Clerk of the Board.
c) Reading by the Director or Clerk of the Board of the statement required pursuant to R.S. 10:4-10 in the "Open Public Meetings Act", which statement shall be made a part of the minutes of the meeting.
d) Business that was specifically stated in the Special Meeting notice.
e) Resolutions may be read by Title only however, the Director in his/her sole discretion may instruct the Clerk to read the entire resolution. Resolutions may be voted on individually or in block with the concurrence of the Board members.
f) Closed Session (if necessary)
g) Adjourn

3:1-5 Order

a) Any motion presented to the Board shall be reduced to writing upon the request of any member.
b) Any member of the Board, including the Director may make a motion.
c) All resolutions, ordinances, reports and motions must be seconded by a member other than the member proposing the motion, in order to be presented to the Director for consideration by the Board.
d) If any resolution or motion shall contain several distinct propositions, or if the content of any motion is readily subject to division for purposes of

separate consideration, a division shall be made by the Director at the request of any member; provided, however, that if the proponent of the motion contends that division will detract from the effective consideration of the motion, then division shall not be made except upon a majority vote of the Board in favor of division.

e) When a resolution or motion has been presented to the Board and seconded, the floor shall be open for discussion and debate on the motion.

f) When a motion is under discussion or debate, no other motion shall be entertained by the Director except the following, which shall have precedence in the following order:

1) to adjourn (A motion to adjourn shall always be in order);
2) to lay on the table (decide with or without debate);
3) for the previous question (decide with or without debate);
4) to postpone indefinitely;
5) to postpone to a certain date
6) to postpone to the next regular meeting
7) to postpone for the present
8) to commit or amend

3:1-6 **Parliamentary Questions**

The Director in accordance with "Roberts Rules of Order, Revised" shall decide all other questions relating to order or procedure not set forth in these rules.

3:1-7 **Procedure**

a) Any member desiring to speak, participate in discussion or debate or present any motion or resolution shall raise their hand and address the Director for attention.

b) If two or more members shall seek recognition at the same time, the Director shall decide which one shall be recognized for purposes of addressing the Board.

c) A point of order may be raised by any member in attendance at the meeting at any time. The Director shall decide such point of order.

d) Any member shall have the right to appeal to the Board from the decision of the Director on the point of order. A voting majority will be required to over-rule the decision.

e) When any member shall be called to order by the Director, they shall immediately take their seat and discontinue addressing the board.

f) No member shall speak more than twice on the same question without the permission of the Director.

g) The Director or other member acting as presiding officer shall be permitted to engage in discussion or debate on questions or motions before the Board. The chair may call upon some other member to assume the chair as temporary presiding officer, and then seeking recognition in accordance with the provisions of these rules or the Chair may defer all points of order, which arise during the discussion or debate to the Deputy Director.

h) When the Director or presiding officer surrenders the chair in order to engage in discussion or debate, the member assuming the chair as temporary presiding officer shall retain the chair only until the completion of discussion or debate by the Director or presiding officer.

i) Resolutions, citations and proclamations to be presented to the Board for consideration at their Special Meeting, shall be presented in writing and shall be signed by the Freeholder member proposing same.

j) Except in matters where waiver or suspension of the rules is permitted, all proposed resolutions, citations and proclamations shall be delivered directly to the Clerk of the Board no later than **12:00 noon within two (2) calendar days** prior to the Special Meeting at which the resolution is to be introduced. (i.e. 12:00 noon on the Monday prior to a Wednesday meeting.)

k) In addition to the duties imposed by statute, the Clerk of the Board shall keep his/her office open for the transaction of business between the hours of 8:30 am and 4:30 pm on all days of the year except legal holidays, Saturdays and Sundays, said hours to be prevailing time.

l) E-mailed resolutions, citations and proclamations, even those with electronic signatures, does constitute delivery and is considered an acceptable submission.

m) Copies of the tentative agenda and resolutions for consideration at the Special Meeting will be distributed by the Clerk of the Board to the offices of each Freeholder two days before the Special Meeting. Additionally the Clerk of the Board shall arrange for mail, including the Special Meeting agenda and resolutions to be mailed to the Freeholder's address of record via the U.S. Postal Service or electronic media two calendar days before each Special Meeting.

n) Except in matters where waiver or suspension of the rules is permitted, each resolution to be presented to the Board for adoption shall be prefaced by a title which shall contain a short, concise statement of the content and purpose of the resolution and include name of individual being appointed or recognized and/or name of organization being awarded contracts.

o) All resolutions adopted by the Board shall be serially numbered and shall be dated as of the date of their final adoption. The numbering shall contain the four digits of the year in which the resolution passed, and shall thereafter be serially numbered, e.g.: "2017-001", etc.

p) A book containing the adopted resolutions in numerical order shall be maintained for the Freeholders use and shall be available at all times in the Clerk of the Board.

q) Except as otherwise provided by these rules, in voting on the question of the adoption of a motion or resolution, it shall be appropriate for the Director to call for a hand vote where the right hand is raised to signify "aye, yes, or for" or "nay, no, or against" as instructed by the Director or "voice" vote in which affirmative votes shall be signified by saying, "aye, yes, for" and negative votes shall be signified by saying, "nay, no, or against".

r) At the request of any member, the Director shall require a roll call vote. For a roll-call vote, the Clerk of the Board of Chosen Freeholders shall read the name of each Freeholder member, who shall then indicate their voice vote

on the motion by stating "for," "against," or "abstain."

s) Except as otherwise provided in these rules or by law, a resolution or motion shall not be deemed to have been adopted unless it has received affirmative votes from a majority of members present at said Special Meeting.

3:1-8 **Decorum**

a) No member shall speak to another member or to an officer of the Board or any other person or leave their seat while the minutes, reports, or other matters are being read or any motion is being presented or any motion is discussed or debated, or an officer, member or citizen is addressing the Board.

b) No member shall withdraw from the room after the meeting is called to order and before adjournment without permission of the Director of the Board.

c) No member shall engage in face-to-face debates. All remarks must be directed to all questions submitted through the Presiding Officer.

d) Members shall refrain insofar as possible from using other than members first or last names. If it becomes necessary to use a name, only the last name prefaced by Mr., Mrs., Ms., or Freeholder shall be used.

3:1-9 **Waiver, Suspension and Amendments to Rules of the Board**

a) These rules and any order of the Board may be suspended upon the affirmative vote of at least three (3) ~~(4)~~ four members of the entire Board. These rules may be amended by submitting the proposed amendments in writing to the Board at a meeting duly called in accordance with these rules, read aloud by the Clerk of the Board and laid over for a vote at the next Regular Meeting of the Board or at a special meeting duly called for the purpose, at which time a majority vote of the entire membership shall be required for the adoption of the

amendment, provided however, any rule may be temporarily altered, amended or waived at any meeting by a motion of the simple majority of all members of the Board, present at said meeting.

SECTION 4. BUDGET

4:1-1 The annual budget for the County of Salem shall be prepared by all members of the Board of Chosen Freeholders as a committee-of-the-whole, including the County Treasurer, Clerk of the Board, and Director of Operations.

4:1-2 The members of the Board may hold, at such dates, times and location as they deem advisable, meetings for the preparation of the said budget, and they may compel in attendance at such meetings such officers, officials, and employees of the County of Salem as they deem advisable for purposes of consultation, examination, and advice.

SECTION 5. GENERAL COMMITTEES

5:1-1 The Board of Chosen Freeholders of the County of Salem may create, from time to time, by resolution, committees, in accordance with law for such purposes as they deem desirable and in the best interests of the citizens of the County of Salem for purposes which shall include but not be limited to:

Administrative
Agricultural/ Tourism
Economic Development/ Public Works
Health/ Human Services/ Education
Public Safety

SECTION 6. OFFICERS AND EMPLOYEES

6:1-1 **Designation of Officers;**

The Board of Chosen Freeholders shall elect or appoint the following officers for,

hereinafter, designated:

(1) Director
(2) Deputy Director
(3) Clerk of the Board
(4) County Chief Financial Officer
(5) County Auditor
(6) County Engineer
(7) County Road Supervisor
(8) County Counsel
(9) Labor Counsel
(10) Special Counsel
(11) Fire Marshal
(12) Purchasing Agent
(13) Superintendent of Building & Grounds
(14) Adjuster
(15) Department of Health & Human Services
(16) Mental Health Administrator
(17) Director of OEM
(18) County Planner
(19) Supervisor of Veteran's Interment
(20) Director of Operations

6:1-2 <u>Duties of Officers</u>

a) Director

- The Director shall preside at all regular and special meetings of the Board of Chosen Freeholders and at the annual meeting of the Board as provided by these rules.
- As the presiding officer, the Director shall conduct the meetings in accordance with the agenda for regular meetings or the agenda as set forth in the notice of a special meeting, and in accordance with the provision of these rules.

- The Director shall decide all points of order subject to appeal to the Board as provided by these rules. The Director shall be charged with maintaining order and decorum at all meetings where he/she presides, and shall be permitted, in furtherance of such obligation, to designate one or more persons not members of the Board or officers of the county as a sergeant-at-arms to assist him/her in maintaining order.
- The Director shall appoint the members and chairperson of all Freeholder committees and all committees including special committees except where otherwise provided by law, and he/she may, with the consent of a majority of the members of the Board but not otherwise, discharge any member of any committee from further service thereon.
- The Director shall counter-sign all checks made by the Treasurer of the County of Salem.

b) Deputy Director

- The Deputy Director, in the absence of the Director, shall preside at such regular and special meetings of the Board of Chosen Freeholders as may be required.
- During the period of absence or disability of the Director, the Deputy Director shall possess all powers and perform such duties as are set forth in these rules respecting the Director.

6:1-3 <u>Duties of Employees</u>

- The Board of Chosen Freeholders shall approve the hiring of any individual for County employment with the exception of those individuals under the authority of constitutional officers.
- The Board of Chosen Freeholders shall approve any appointment to an independent board, authority, or commission.
- Whenever such employee or appointee is required by the Local Government Ethics Law to file a financial disclosure statement, he/she shall comply with the financial disclosure statement-filing deadline established by law. Should there be any doubt about the need to file a financial disclosure statement, County Counsel shall have the final opinion.

6:1-4 Clerk of the Board

- The Clerk of the Board of Chosen Freeholders shall attend all annual, regular, and special meetings of the Board, and shall keep and maintain in a book for such purpose the accurate minutes of said meetings, together with such resolutions, motions, reports of committees, fiscal reports, and other documents or papers filed with the Board of Chosen Freeholders.
- The Clerk of the Board shall have the custody of the Common Seal of the County of Salem, and shall keep and maintain all books, records, documents, and papers belonging to or relating to the Board of Chosen Freeholders.
- The Clerk of the Board shall perform such other duties as may be assigned by the Board.
- The Clerk of the Board shall receive an annual salary to be fixed by the Board from year to year, and shall receive in addition thereto allowance for such expenses as may be incurred in the performance of his/her duties.
- The Clerk of the Board shall have the ability to determine the need for a Deputy Clerk of the Board and recommend for hire said individuals to staff this and other functions of the office with Freeholder Board approval.
- Whenever a statute provides for delivery of minutes from a County authority to the members of the Board of Freeholders, the Clerk of the Board shall be permitted to accept delivery of the minutes from any county authority via e-mail. Upon his/her receipt of the minutes, the Clerk of the Board shall e-mail minutes to all members of the Board and place a hard copy in their mailboxes at the Clerk's office. Delivery for the purpose of these statutes shall be complete upon the Clerk's acknowledged receipt of the e-mail transmission from the county authority.
- Emails received after 4:30 PM on any regular business day shall be considered received on the next regular business day.
- If the Director of the Board returns a veto of any action taken by the authority or any member thereof, the minutes shall be returned to the secretary of that authority via e-mail transmission from the Clerk of the Board within 10 days of the Board's receipt of delivery of the minutes as set forth above.

- The Clerk of the Board shall be classified as a full time employee and, due to the unique nature of the duties, will perform those duties both inside and outside the confines of the administrative offices.

6:1-5 **County Chief Financial Officer**

- The County Chief Financial Officer shall attend the annual, regular and special meetings of the Board of Chosen Freeholders, and such other meetings as may be required by the Director or a majority of the Board.
- The County Chief Financial Officer shall collect and receive all monies due the county.
- The County Chief Financial Officer shall be the custodian of all county funds except as otherwise provided by law and disburse the same only on the order of the Board.
- The County Chief Financial Officer shall render the Board monthly and at such other times as it shall desire a true and detailed account of all monies and other property in their hands as Treasurer, showing all receipts and disbursements made by them, in accordance with the rules and regulations of the Local Government Board promulgated pursuant to state law.
- The County Chief Financial Officer shall perform such other duties as may be assigned to her from time-to-time by the Board.
- The County Chief Financial Officer is hereby authorized to employ such persons and purchase such equipment, subject to approval by the Board, and to maintain such books of account and records as shall be necessary for them to carry out the duties as set forth herein.
- The County Chief Financial Officer shall receive an annual salary to be fixed by the Board from year to year and shall receive in addition thereto allowance for such expenses as may be incurred in the performance of her duties.
- The County Chief Financial Officer shall be responsible for the efficient financial administration of the county's government.
- The County Chief Financial Officer shall supervise the financial care and custody of all county property, institutions and agencies.

- The County Chief Financial Officer shall review, analyze and forecast trends of County services and finances and programs of all boards, commissions, agencies and other County bodies, and report and recommend thereon to the Board.
- The County Chief Financial Officer shall develop, install and maintain centralized budgeting, personnel and purchasing procedures as may be authorized by the Board.
- The County Chief Financial Officer shall assist in negotiating contracts for the County subject to Board approval and make recommendations.
- The County Chief Financial Officer shall have the ability to determine the need for a Deputy County Treasurer and recommend for hire said individuals to staff this and other functions of the office with Freeholder Board approval.

6:1-6 <u>County Engineer</u>

- The County Engineer shall furnish all plans, specifications, and estimates and shall perform the duties of an engineer in making all surveys necessary for road and bridge and any County owned construction, maintenance and repairs, railroad maintenance and operation and for the construction, maintenance and repair of drainage facilities.
- The County Engineer shall supervise the construction and reconstruction of all county roads, bridges, and railroad drainage facilities as required by law.
- The County Engineer shall prepare such monthly reports as may be required by the Board of Chosen Freeholders or the Public Works Committee, which shall have supervision over his/her activities.
- The County Engineer shall serve on such committees and boards as may be required by law, and shall perform such other duties as may be required by law or directed by the Board from time to time.

6:1-7 <u>County Road Supervisor</u>

- The County Road Supervisor shall have charge of repair and maintenance of all county roads, and shall be subject to the supervision and direction of the Public Works Director or Committee. The County Road Supervisor shall regularly inspect

the roads, supervise the work of such employees of the County as are hired by and subject to the supervision of the Public Works Committee, and shall enforce rules and regulations respecting roads, bridges and drainage as set forth by the Public Works Committee and the Board.

- The County Road Supervisor shall approve all bills for expenses and repair of said roads before the same shall be paid. The County Road Supervisor shall prepare a statement of all expenditures and report to the Chairman of the Public Works Committee respecting same.
- The County Road Supervisor shall, as directed by the Chairman of the Public Works Committee, order and purchase all material for road purposes within the limitations provided by law and these rules, and shall keep an accurate account thereof and report the same to the Board monthly.

  The County Road Supervisor shall receive an annual salary to be fixed by the Board from year to year, and shall receive in addition thereto allowance for such expenses as may be incurred in the performance of his/her duties.

6:1-8 **<u>County Counsel</u>**

- The County Counsel shall be the legal advisor to the Board of Chosen Freeholders and shall perform legal services in and for the County of Salem.
- Said Counsel shall be subject to supervision of the Director, Administration Committee, and Director of Operations.
- In consideration of the annual salary as fixed and determined each year by the Board of Chosen Freeholders, the County Counsel shall perform the following services:

  1. Attend all annual, special and regular meetings of the Board when so requested by the Director.
  2. Attend all special meetings of the Board when so required by the Director of said Board.
  4 Attend the meetings of such standing committees and departments when so requested by the chairperson of said committee.
  5 Furnish legal advice and render legal opinions to the Board or

members thereof and to the members and/or review of the standing committees when the same is requested.

6. Review such resolutions for presentation to the Board as shall be required by the respective members of the Board.
7. Review contracts, bonds, legal notices and other documents to which the county is a part of in which the county has an interest. This shall not, however, apply to bond issues or other work that Bond Counsel is responsible for.
8 Render legal advice to those offices of the County, in coordination with the Clerk of the Board's Office, that do not have their own legal counsel and where not prohibited by statute or by reason of conflict of interest.
9. Submit periodic written reports to Administration Committee.
10. Provide timely summation to Board of legal proceedings regarding potential liability and risk to County of Salem.

6:1-9 **Special Counsel** - Where specialized legal service is required, the Board of Chosen Freeholders is empowered to employ same and shall set the compensation for such special legal services.

6:1-10 **Director of Operations**

- The County Director of Operations shall attend all annual, regular and special meetings of the Board of Chosen Freeholders, and such other meetings as may be required by the Director or a majority of the Board.
- The County Director of Operations shall direct, supervise and control the work of all County offices, departments, and employees, subject to the directives, policies and procedures adopted by the Board. He/she shall further review their administration and make recommendations pertaining thereto to the Board.
- The County Director of Operations shall have authority to make emergency personnel decisions/action as may be necessary or advisable to protect the County, and shall work closely with the County Labor & Litigation Counsel.

- The County Director of Operations shall negotiate contracts for the County subject to Board approval and make recommendations.
- The County Director of Operations shall assure that all terms and conditions, imposed in favor of the County or its inhabitants in any statute, franchise or other contract, are faithfully kept and performed.
- The County Director of Operations shall work closely with the County Chief Financial Officer in the preparation and submission to the Board for its consideration and adoption an annual operating budget and a capital budget, establish the schedules and procedures to be followed by all county departments, offices and agencies in connection therewith, and supervise and administer all phases of the budgetary process.
- The County Director of Operations shall have the ability to determine the need for a Deputy County Director of Operations and recommend for hire said individuals to staff this and other functions of the office with Freeholder Board approval.
- The County Director of Operations shall supervise the physical care and custody of all county property, institutions, and agencies.

APPENDIX 1

FREEHOLDER COMMITTEES – 2018

Committee Name	Chairperson	Freeholder Member
Administrative	DeCastro	Hassler
Agricultural/ Tourism	Ware	Laury
Economic Development/ Public Works	Hassler	Griscom
Health/ Human Services/ Education	Laury	DeCastro
Public Safety	Griscom	Ware