

BERNARDS TOWNSHIP
GOLF ADVISORY COMMITTEE (GAC)
BY-LAWS

Conduct at Meetings

1. The Chairperson when present shall conduct all meetings.
2. The Deputy Chairperson shall conduct the meeting when the Chairperson is absent.
3. If the Chairperson and Deputy Chairperson are both absent, a member from the committee would be nominated and elected to be "chairperson for the day."
4. A majority of the whole number of regular members of the GAC committee shall constitute a quorum. Without a quorum, a meeting may be held but no formal action will be taken.
5. At the reorganization meeting, the committee meeting schedule will be set for the year according to the meeting key set by the Municipal Clerk with no less than four meetings a year.
6. Meetings shall be conducted in accordance with these regulations and Robert's Rule of Order.

Agenda

1. The proposed agenda for each meeting shall be completed by the Chairperson and/or Deputy Chairperson and Director of Parks & Recreation. The Recording Secretary shall make the proposed agenda available to the public in advance of the meeting.
2. The Committee may amend the agenda as the first item of business at the meeting upon determination that a need to amend the agenda exists. A majority of committee members present must agree that a need exists in order to add or remove an item for discussion.
3. The agenda for the regular meetings shall be as follows:
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Roll Call
 - d. Approval of Minutes
 - e. Correspondence
 - f. Reports
 - g. Public Comment
 - h. Unfinished Business
 - i. New Business
 - j. Committee Discussion Items
 - k. Committee and Staff Comments
 - l. Adjournment

Addressing the Committee

1. Any person desiring to address the Committee during public comment shall first seek recognition from the Chairperson and shall proceed to give his or her name

and address for the record. Public comment is limited to five minutes per person. If more presentation time is needed, the committee will decide upon a time the topic can be added as an agenda item.

Minutes

1. Approved minutes, with all corrections and additions made, shall be available to the public on the Township Website no later than three (3) business days following approval.

Responsibilities of Committee Members

1. Special projects may be determined by the Chairperson and/or Deputy Chairperson and Director of Parks & Recreation that require the organization of a project team. If needed, members will be appointed as Project Team Managers and Project Team Members.
2. Committee members may be asked to attend certain events held at the course throughout the year.
3. At the discretion of the Chairperson, Deputy Chairperson or Project Team Manager, we will reach out to additional course members and/or volunteers to work on subcommittee projects or assist with events.