

BERNARDS TOWNSHIP
RECREATION, PARKS & PATHWAYS ADVISORY COMMITTEE (RPP)
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 committee/commission shall constitute a quorum. Without a quorum, the presiding officer of the committee/commission will make the decision to hold the meeting but no formal action will be taken.
5. Following the Township Committee’s reorganization meeting, the RPP Committee meeting schedule will be set for the year according to the Municipal Clerk’s meeting key, 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/commission 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 their 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. Committee members may be asked to serve on special project teams or sub-committees as determined by the Chairperson and/or Deputy Chairperson and Director of Parks & Recreation.
2. Committee members may be asked to attend and/or volunteer to assist with Department sponsored programs or events throughout the year.