

**RESOLUTION 27-2025**

**RESOLUTION ESTABLISHING RULES OF ORDER  
FOR THE CONDUCT OF BOROUGH MEETINGS  
FOR THE YEAR 2025.**

**WHEREAS**, the Borough Council desires to establish rules of order for the conduct of Borough Meetings for the year 2025; and

**WHEREAS**, the attached Meeting Procedures are designed to ensure an orderly conduct of business; and

**WHEREAS**, the attached is based on Robert's Rules of Order

**NOW, THEREFORE, BE IT RESOLVED** that for the year 2025 the Robert's Rules of Order shall govern the conduct of business at Council Meetings for the year 2025 and the Borough Solicitor be and is hereby appointed Parliamentarian.

**BOROUGH OF WOODBURY HEIGHTS**

BY:   
\_\_\_\_\_  
**MATTHEW W. COSENZA, MAYOR**

ATTEST:

  
\_\_\_\_\_  
**SHANNON ELTON, MUNICIPAL CLERK**

**The foregoing Resolution was duly adopted at the annual reorganization and first regular meeting of the Borough of Woodbury Heights held on this 7<sup>th</sup> day of January, 2025.**

  
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**SHANNON ELTON, MUNICIPAL CLERK**

# MEETING PROCEDURES

## Meetings of Mayor & Council The Borough of Woodbury Heights (Per Robert's Rules of Order)

Under the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. City Council meetings are open to the public with a public portion for comments by the public on governmental issues of concern to the residents, while permitting regulations of the amount of time a person may speak.

The following procedures are designed to encourage public participation while also ensuring an orderly conduct of business and provide for an accurate and clear recording of proceedings:

1. The Governing Body welcomes public comment on any governmental issue that raises concern for the residents of the municipality.
2. There will be two "Open to the Public" sessions at every regular meeting of the Governing Body. No other public comment will be accepted, unless directed by the Chair or by an approved motion of Council.
3. Comments/questions relating to items scheduled for public hearing (i.e. ordinances) may only be made at the time of the public hearing. In taking action, the Governing Body will consider the comments presented during the public hearing.
4. Any person wishing to speak shall raise their hand to be recognized. Once recognized, the speaker must approach the podium, clearly state their name, address and purpose of their comment. Individuals shall not call out from their seat.
5. For individuals who are disabled or unable to come to the podium and wish to speak, a microphone will be brought to them.
6. Individual comments will be limited to three (3) minutes. The time limit may be extended to a maximum of five (5) at the discretion of the Mayor. At meetings with a large attendance, the Governing Body may impose additional rules or time limitations deemed appropriate and necessary.
7. Comments must be directed only to the Council. The Chair or their designee will respond or select another member or professional to do so.
8. No Intra-audience dialogue is permitted during the open session of any meeting.
9. Speakers on both sides of the dais shall treat each other with courtesy and respect. Individuals shall address the Governing body by title and refrain from using foul language. No personal attacks or inappropriate rhetoric will be permitted.
10. The Chair or Borough Solicitor will give one warning of improper behavior. On the following offense the speaker will be asked to relinquish the floor.
11. The use of mobile phones is strictly prohibited and must be turned off while the meeting is in session