

**HAMILTON STREET ADVISORY  
BOARD  
OF THE  
TOWNSHIP OF FRANKLIN**

**SOMERSET COUNTY  
NEW JERSEY**

**BOARD BY-LAWS**

# BOARD BY-LAWS

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SOMERSET COUNTY, NEW JERSEY**

**BOARD BY-LAWS**

PART I

ADMINISTRATION

Rule 1:1            Organization, Officers, General Provisions

1:1-1            Title of the Commission

The title of the Board shall be "The Hamilton Street Advisory Board of the Township of Franklin, Somerset County, New Jersey," hereinafter referred to as the Board

1:1-2            Annual Meeting; Officers

The reorganization of the Board shall be held on the first meeting after February 1st of each year, at which time the Board shall elect from among its members a Chairperson and a Vice-Chairperson. They shall serve for one year and until their successors have been appointed. The Board may appoint such other officers or assistants and as it may deem necessary.

1:1-3            Chairperson

The Chairperson, subject to these rules, shall decide all points of order and matters of procedure governing the meetings, unless otherwise directed by a majority of the Board in session at the time. He shall have, subject to these rules and the governing statutes, all the powers and perform all the duties normally appertaining to his office.

1:1-4            Vice-Chairperson

The Vice-Chairperson shall preside at all Commission meetings and hearings in the absence of the Chairperson. In the absence of both the Chairperson and Vice-Chairperson, the member with the most seniority may preside at the Board meeting.

1:1-5            Executive Director

The Executive Director shall be appointed by the Township Manager and shall be responsible for all administrative duties of the Board including preparing the agenda and minutes.

Rule 1:2            Meetings

1:2-1            Regular Meetings

The regular meetings of the Board shall be held at the Franklin Township Municipal Building, 475 DeMott Lane, Somerset, New Jersey at 7:00 p.m. on the first Monday of each month. If the regular meeting falls on a holiday, the meeting shall be held on the next succeeding secular day or such other day as the Board may select.

1:2-2            Special Meetings

Special meetings may be called by the Chairperson, or in his absence by the Vice-Chairperson, at any time or upon the written request of five members, provided notice thereof be given to each member of the Board at least two days prior thereto and to the public as required by the Open Public Meetings Law, N.J.S.A. 10:4-1 et seq.

1:2-3            Meetings Open to Public

All meetings shall be open to the public, except such executive sessions as authorized by N.J.S.A. 40:55D-9b and N.J.S.A. 10:4-1 et seq.

1:2-4            Order of Business

The agenda will provide the order of business for all meetings and may be changed by a majority of the Board. The order of business at all meetings will generally be as follows:

- (a) Statement of Compliance with Open Public Meetings Act
- (b) Roll Call
- (c) Approval of minutes of previous meeting(s)
- (d) Discussion items
- (e) Work Session/New Business
- (i) Executive Session (if any)
- (j) Public Portion
- (k) Adjournment

Rule 1:3            Quorum, Voting, Abstentions

1:3-1            Quorum

At all meetings of the Board, a quorum for the conducting of business shall consist of six members.

1:3-2            Voting

When voting on all matters any action may be authorized by a majority vote of the members present at a meeting.

1:3-3            Abstentions

Abstentions are disfavored except for good cause. An abstention shall be regarded as an assent to the vote of the majority. Thus, if the majority of those voting would affirm a measure, abstentions would be counted toward affirmation; if the majority would defeat a measure, abstentions would be counted toward defeat. A disqualified member shall not be counted as an abstention and shall, instead, remove himself or herself from the panel and not be involved in the consideration of the application. If the Board is evenly split in its decision, no majority exists with whom an abstaining member can be said to vote and accordingly abstentions shall not be assigned to either bloc. A tie vote shall defeat a motion and abstentions shall not be construed to approve an application, nor shall abstentions be used to create a tie.

PART II WORKINGS OF THE BOARD

Rule 2:1 Removal of Member

2:1-1 Grounds; Recommendation

Whenever a member of the Board shall miss three consecutive meetings or fail to attend at least 50% of the Board meetings over a one year period the Board may recommend in writing to the Township Council that such member be removed.

Rule 2:2 Committees/Subcommittees

2:2-1 Establishing Committees/Subcommittees

The Chairman may establish any committee or subcommittee to aid in the internal working of the Board. These meetings shall be considered Work Sessions of the Board.

PART III

MISCELLANEOUS PROVISIONS

Rule 3:1 Roberts Rules of Order

3:1-1 Roberts Rules of Order apply

Roberts Rules of order shall apply to all Board meetings unless as modified herein.

Rule 3:1 Relaxation of Rules

3:2-1 Where Rules May Be Relaxed

For good cause shown or where the strict application of any rule would work surprise or injustice the Board may relax the requirement of such rule, except where the provisions of the rule are also statutory requirements.

Rule 3:2 Amendments

3:3-1 Amendments

Amendments to these by-laws may be made by the Board at any regular meeting, provided notice of such amendment has been given in writing to each member of the Board at least three days prior to such meeting. In no case, however, shall any rule as amended be applicable to any action commenced prior to the adoption of such amendment.