

BOROUGH OF RIVERDALE, NEW JERSEY

BY-LAWS OF THE COUNCIL

ARTICLE 1-MAYOR

Section 1: Chair

The mayor shall preside over the deliberations of the Council and shall conduct the regular and special meetings thereof. He shall also participate in the determination of borough affairs to the extent permitted by statute.

Section 2: Order

He shall preserve order and decorum on all occasions and shall cause the removal of all persons who interrupt the proceedings of the Governing Body.

Section 3: Debate

The Mayor may engage in debate in any matter before the Governing Body, the same as any other member.

Section 4: Points of Order

He shall decide all questions on points of order without debate, subject to an appeal to the Council; and, at his discretion, he may call for the sense of the governing body upon any question of order.

Section 5: Recognition.

When two or more councilmen request the floor at the same time, he shall name which one of them is entitled to the floor. He shall not deny recognition to a member when no one else claims the right to speak.

Section 6: Appointments

He shall appoint all standing committees with the advise and consent of the Council, with consideration given to seniority of Council membership. In the event the agreement cannot be reached by January 31, as to standing committees, the appointment shall be made by a majority of the Governing Body. He shall have authority to appoint all special committees. He shall be a member ex-officio of all committees. In addition, he shall see that all matters referred to committees are acted upon and reported promptly.

### Section 7: References

He shall refer or cause to be referred all communications addressed to Mayor and Council, petitions, proposed ordinances, proposed resolutions and reports, to the appropriate committees within seven (7) days of receipt of same by the Borough.

### Section 8: Liaison

The Mayor shall serve as liaison between the Governing Body and all boards, committees, agencies or organizations, except as herein assigned to the specific Council Committee or member for liaison purposes.

### Section 9-Absence of Inability to Perform Duties

In the absence of the Mayor or if he is unable to perform his duties, the Council President, (or in his inability to act, the Council Member having the longest term as such) shall act as Mayor as provided by statute.

## ARTICLE TWO-BOROUGH CLERK

### Section 1-Duties

The Clerk shall perform the duties enjoined upon him by the Revised Statutes of New Jersey, and the within by-laws.

### Section 2-Minutes

The Clerk shall keep the minute book transcribing therein all minutes of all meetings of the Mayor and Council.

### Section 3-Ordinances and Resolutions

Upon the introduction of an ordinance, the same shall be properly numbered and recorded at length by the Borough Clerk in the Ordinance Book. The assigned number shall appear in the advertisement of such ordinance.

### Section 4-Duplicate Minutes

He shall type or mimeograph the minutes in a number of copies equal to the membership of the Mayor and Council and give a copy to each member as soon as practicable after the meeting.

### Section 5- Lists

He shall review the communications, hearings, ordinances and other matters to come up at the meeting of the Mayor and Council.

### Section 6-Communications

All petitions and communications addressed to the Governing Body shall be in writing and be filed by the Borough Clerk not later than twenty-four (24) hours preceding a meeting of the Mayor and Council.

### Section 7-Filing

He shall file all reports by officers and committees and all papers presented to or acted upon by the Governing Body.

### Section 8-Claims

All claims against the municipality for the payment of money shall be in writing as provided by statute and must be filed with the Clerk seven (7) days preceding the next regular meeting of the Governing Body.

## ARTICLE 111-MEETINGS

### Section 1-Annual Meeting

The annual meeting of the Governing Body shall be held during the first seven (7) days of January, at a time and place as Council may choose.

### Section 2-Regular Meeting

The Governing Body at the annual meeting shall fix the time and place for holding regular meetings during the ensuing year unless otherwise changed by the Governing Body.

### Section 3-Election of President

At the annual meeting, the Council shall elect one of its members as Council President to serve for the calendar year, and shall be known as the Acting Mayor.

### Section 4-Special Meetings

The Mayor shall, when necessary, call special meetings of the Council; in case of his neglect or refusal to call such special meeting, any four (4) members of the Council may call such meeting at such time and place in the borough of Riverdale as they may designate, and in all cases of special meetings, forty-eight (48) hours written notice shall be given.

## ARTICLE 1V-QUORUM

### Section 1-Number

A quorum shall be as provided by Revised Statutes of New Jersey, vis., three (3) councilmen and the Mayor, and in the absence of the Mayor, four (4) councilmen.

### Section 2-Attendance

If no quorum be present at any meeting, those assembled shall have the power and are hereby authorized to designate the time and place of a new meeting date, and thereafter adjourn to a time and place so designated for the new meeting.

## ARTICLE V-ORDER OF BUSINESS

### Section 1-REGULAR BUSINESS

The order of business at each regular meeting shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Minutes for Approval or Corrections
5. Presentation of Petitions, Memorials, and Remonstrances and Hearings of Citizens.
6. Committee Reports - ~~Third Tuesday~~
7. Correspondence
8. Ordinances - Introduction and Second Readings
9. New Ordinances
10. Resolutions
- 11 Unfinished business
12. New Business
13. Audience Participation
14. Payment of Bills - ~~First Thursday~~
15. Adjournment

### Section 2-Special Meetings

The order of business at each special meeting shall be as follows:

- A. Reading of Call for Special Meeting.
- B. Consideration of the business for which the meeting is called in the order stated on the notice.
- C. Adjournment.

### Section 3- Changed Order

No departure from the regular order of business shall be allowed except by a majority vote of the Governing Body.

## ARTICLE VI-RULES OF ORDER

### Section 1-Seconds

No question shall be put or debated unless seconded.

### Section 2-Action

A motion is deemed to be in the possession of the Governing Body when it has been stated by the Presiding Officer or made by a committee report.

### Section 3-Speaking

Every member before speaking shall request recognition of the

chair, and address himself to the chair.

#### Section 4-Decorum

While a member is speaking, no member shall entertain any private discourse or leave his seat.

#### Section 5-Reconsideration

When a question has been once put and decided, a member who has voted in the majority may vote the reconsideration of the question, but no motion for reconsideration shall be in order more than once, nor unless made on the same day on which the vote was taken, or the day of the next subsequent meeting.

#### Section 6-Motions

When a question is before the Governing Body, the only motion in order shall be:

- A. To adjourn
- B. To lay on the table
- C. For the previous question
- D. To postpone
- E. To refer
- F. To amend

These several motions shall have precedence in the order they stand arranged, and the first three shall be decided without debate and shall preclude amendments to the main motion.

#### Section 7-Adjourn

A motion to adjourn shall always be in order, except when a member is in possession of the floor, when the ayes and nays are being called when the members are voting, and when the adjournment was the last preceding question.

#### Section 8-Record Votes

The ayes and nays may be called for by a member or ordered by the presiding officer; and upon their being called, the names of those who voted for or against the question shall be entered in the minutes. A member may change his vote at any time before the result is announced.

#### Section 9-Record Movers

In presenting a question to the Governing Body, the names of members moving and seconding said question shall be entered in the minutes.

#### Section 10-Division Question

When a question contains two or more distinct propositions, any member may call for a division of the question, and the vote shall be

recorded separately.

### Section 11-Respect

A member while speaking, shall confine himself to the question and avoid personalities. No allusion shall be made to the motives actuating any member in the debate or other performance duty.

### Section 12-Violations

The Presiding Officer, or any member, may call to order any member transgressing the rules. Such member shall resume his seat at once. If such member persists in violating the rules, he shall be, on motion, censured by a majority vote of the members present.

### Section 13- Disputes

Robert's Rules of Order, Newly Revised, shall govern in case of disputes arising over interpretation of rules and parliamentary procedure.

## ARTICLE V11-COMMITTEES

### Section 1-Choice

At the annual meeting, the Mayor shall appoint all committee members subject to the approval and concurrence of a majority of the Council.

- A. Public Safety
- B. ~~Water~~ Dept. of Environment
- C. ~~Roads & Sanitation~~ D. P. W.
- D. Finance
- E. Community Affairs
- F. Building & Grounds

The Mayor and Council shall name the successor to any such Chairman in case of his death, resignation, or removal from office while serving in such capacity. The Mayor may, with the concurrence of a majority change existing committee assignments and/or chairman when it is in the best interest of the borough to do so.

### Section 2-Ex-officio

The Mayor shall be an ex-officio member of all committees.

### Section 3-Removal

The Governing Body, by a majority vote, shall have the power at any time to remove a member of any committee for cause.

#### 4-Special Committee:

Special committees may be appointed by the Mayor for purposes other than those included in the duties of the standing committee.

#### 5-Reference:

All new business introduced at any meeting shall be referred to appropriate committees, unless, on motion, it is referred to a special committee or is laid over until the next meeting.

#### 6-Powers and Duties:

Standing committees are appointed to expedite and facilitate the work of the Council, but only within statutory limits, as the entire council is held responsible for any or all of its acts.

##### A. A Standing Committee shall:

(1) Plan, study, direct, and make commitments within the budgetary limits; and carry on the routine activities for which it has primary responsibility.

(2) Perform such acts as may be assigned to it by the Mayor and Council.

(3) Report and make recommendations to the Council regarding its responsibilities and activities.

##### B. Except as provided above, a Standing Committee shall not

(1) Exceed its budgetary appropriations without prior approval of the Council.

(2) Make promises or commitments to anyone which directly or by inference bind the Council.

(3) Act in such a manner or make decisions, which set a precedent or violate established council policy.

### ARTICLE VII-REPORTS

#### 1. Standing Committees:

The Chairman of each standing committee shall report to the Governing Body at each regular meeting. He shall also prepare and submit in writing to the Mayor not later than the December meeting a suitable annual report.

#### 2. Fiscal Officer:

The Chief fiscal officer of the municipality shall present to the Governing Body at each regular meeting a detailed report in writing showing:

A. All monies of the municipality collected during the preceding month.

B. All monies of the municipality expended during the preceding month.

C. The balance remaining as of the date of report in each of the standing accounts of the municipality.

3. Administrative Officers:

At each regular meeting, the following named administrative officers shall present in writing a detailed report of the conduct of their respective offices for the passing month.

ARTICLE 1X-DUTIES OF STANDING COMMITTEES OF THE COUNCIL

1. Finance Committee:

The Finance Committee shall have primary responsibility for the following described activities and matters:

A. The examination, review and approval of all vouchers, prior to their submission to the Council for the authority to pay the same.

B. The administration, practice, procedures and records of the following:

- (1) The Borough Clerk and his office.
- (2) The Tax Collector, Treadurer and his office.
- (3) The Board of Assessors and its office.

C. The ;initiation of foreclosure action and subsequent administration and disposition of property acquired by the Borough under foreclosure of tax liens in cooperation with the committee on Public Buildings and Ground

D. The coordination of departmental budgets, the preparation of budgetary figures relating to the activities mentioned; the final preparation, explanation and continuing supervision of the entire municipal budget/

E. All matters pertaining to any insurance coverage of the Borough.

F. It shall serve as liaison between the Council and the municipal auditors and with any other body or organization on fiscal mat

2. ~~Police Committee~~ Safety PUBLIC SAFETY - Police

The Police Committee shall have primary responsibility for the following described activities and matters:

A. The administration, practice, procedures and records of the following:

- (1) Police Activities.
- (2) Granting all licenses and the inspection of license

premises and persons as designated by the Council.

(3) The enforcement of all matters pertaining to traffic regulation.

(4) The enforcement of the ordinances of the Borough of Riverdale and other offenses committee within the Borough of Riverdale in conjunction with any other committee which may have a direct interest in the matter subject to enforcement.

(5) Civilian Defense activities.

B. It shall also serve as liaison between the Council and Municipal Magistrate and all organizations or agencies concerned with public safety or juvenile delinquency.

### 3. Safety Committee: (Fire)

The Fire Committee shall have primary responsibility for the following described activities and matters:

A. The administration, practice, procedures and records of the following:

(1) The activities of the Voluntary Firemen and their organization in the Borough of Riverdale.

(2) The inspection of licenses premises and persons in connection with the fire hazards as designated by the Council.

( )  
B. It shall also serve as the liaison between the Council and the Voluntary Fire Department of the Borough of Riverdale, and the organization charged with Civilian Defense activities and all organizations or agencies concerned with fire hazards.

### D.P.W. Roads Committee: < Roads

The Road Committee shall have primary responsibility for the following described activities and matters:

A. The administration, practice, procedures and records of the following:

(1) Road construction, improvement, maintenance and cleaning, including street openings.

(2) Construction and maintenance of sidewalks and curbs.

(3) Maintenance of vehicles and other mechanical equipment as assigned.

(4) The Borough Engineer and his office in connection with roads.

B. It shall also serve as liaison between the Council and the State and County Highway Departments, except in traffic matters, which are under the jurisdiction of the Police Committee. It shall also consult with the Water and Finance Committee on fiscal matters in connection with construction and improvement of roads.

5-Water Committee: D.P.W. - WATER

The Water Committee shall have primary responsibility for the following described activities and matters:

- A. The administration, practice, procedures and records of the following:
  - (1) The water department.
  - (2) The <sup>Water</sup> Borough Engineer and his office in connection with matters pertaining to water.
- B. It shall also serve as the liaison between the Council and the Public Utilities Commission, the State Board of Health, and any other agency of the State of New Jersey, in respect to water.

6-Public Buildings and Grounds Committee:

The Public Buildings and Grounds Committee shall have primary responsibility for the following described activities and matters:

- A. the administration, practice, procedures and records of the following: All public buildings and grounds, including the alteration, remodeling, renovating and maintenance of the same, and the construction of new public buildings.

7. RECREATION                      8. ENVIRONMENT

7-Ordinances

The Mayor and Council shall have primary responsibility for the following described activities and matters:

- A. the practice and procedure and records in respect to the adoption of resolutions and the enactment of ordinances.

8- Street Lights Committee:

The Street Lights Committee shall have primary responsibility for the following described activities and matters:

- A. The Administration, practice, procedure and records pertaining to the construction and maintenance of street lights in the Borough.
- B. It shall serve as the liaison between the Council and the various utility corporations operating within the Borough, except in matters which are the primary responsibility of other committees.

ARTICLE LX-ORDINANCES

1. Form:

All proposed ordinances, amendments and supplements to ordinances shall be presented in writing at a regular meeting.

2. Endorsement:

The clerk shall endorse on all ordinances, the time when and by whom introduced.

Passage:

All ordinances shall be passed in the manner provided by law.

Recording:

Upon the passage of an ordinance, the same shall be properly numbered and recorded at length by the clerk in the Ordinance Book. The clerk shall enter in said book at the end of each ordinance the following:

" The foregoing was passed at a regular meeting of the Governing Body of the Borough of Riverdale held on the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_."

Titles:

Original ordinances shall be entitled as follows: "An ordinance (then add the subject thereof.) Supplementary or amendatory ordinances shall be entitled as follows: "A supplement (or amendment) to an ordinance, (then add title of original to which it is a supplement or amendment.)"

ARTICLE X-BILLS, CLAIMS AND VOUCHERS

1. Submission:

All bills or claims against the Borough shall be in writing, fully itemized, and presented to the Borough Clerk not later than ten days preceding a regular meeting and on such forms as the Borough shall provide for that purpose. As required by Statute, they shall be sworn to be the claimant before submission for approval and payment.

2. Approval:

A. All checked vouchers with supporting papers attached will then be presented to the Council Committee having promoted primary interest in the matter; each such voucher will be reviewed, and if approved by the Committee having jurisdiction over the activity or matter for which the expenditure was incurred, it will then be referred to the Finance Committee.

B. The Finance Committee shall examine all vouchers previously approved by the appropriate committee or Committees, and will indicate its approval on each such voucher prior to submitting .

3. Presentation to the Mayor and Council for payment.

A. All vouchers recommended for payment shall be presented to the Council by the Borough Clerk at a regular meeting or an adjourned regular meeting.

B. Finance Committee shall read the total amount of the individual vouchers approved by each Committee and subsequently

recommended for payment by the Finance Committee.

C. Authorization to draw the checks and pay the amounts of the approved vouchers shall be by motion of the Council.

D. The corresponding vouchers shall accompany all checks drawn in payment thereof when the said checks are presented to the Mayor, Treasurer and Borough Clerk for signature.

E. All bills, vouchers and paid checks shall be filed in a safe place and be made available for public inspection.

#### ARTICLE XI-SEAL

##### 1. Form:

The seal of the Borough shall be circular in form and shall contain the following:

"Borough of Riverdale - 1923"

##### 2. Use.

The seal shall be in the custody of the Clerk and shall be impressed on all appropriate documents or papers.

#### ARTICLE XII-AMENDMENTS

1. The bylaws shall be adopted by resolution of the Council and concurred in by a majority of the Council.

2. The bylaws shall become effective immediately after adoption and shall remain in effect until the Council or a succeeding Council shall amend, supplement or otherwise modify the same.

3. These bylaws may not be altered or amended except at a regular meeting of the Governing Body by a two-thirds yeas and nays vote, but any part thereof may be suspended temporarily by unanimous consent. All proposed amendments or alterations shall be submitted in writing at a regular meeting, read and referred to a special committee of three, and acted upon at a regular meeting subsequent to the reception of the said committee's report.

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