

**RESOLUTION NO. 24-**

**TOWNSHIP OF MIDDLETOWN  
COUNTY OF MONMOUTH**

**RESOLUTION ESTABLISHING STANDING RULES  
OF THE TOWNSHIP COMMITTEE**

**WHEREAS**, pursuant to section 7-6 of the Township Code, the Township Committee wishes to establish rules of order for Township Committee meetings; and

**WHEREAS**, it is the desire of the Township Committee to provide for effective and productive Township meetings, to hear from its residents in a timely manner, and to conduct the large volume of township business within the time constraints available at public meetings in a more orderly, productive manner.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Middletown in the County of Monmouth, State of New Jersey hereby adopts the attached Standing Rules for Meetings of the Township Committee governing the conduct of all meetings of the Township Committee for 2024.

**STANDING RULES FOR MEETINGS  
OF THE TOWNSHIP COMMITTEE**

1. The Mayor or other Committeeperson acting as the Mayor shall act as the Chair of meetings of the Township Committee.
2. Any persons desiring to speak on either an ordinance or during the public comment section shall raise their hand and must be recognized by the Chair before speaking. All comments by the members of the public shall be made from the podium after first having been recognized by the Chair.
3. As to the public comment portion of the meeting, all persons recognized to speak may speak once for a maximum of five minutes.
4. Any speaker who exceeds these time limits shall be ruled out of order and subject to removal. Each five minute period is personal to each speaker and made not be ceded to another person.
5. No profanity shall be permitted. Any person who uses profanity may be ruled out of order and subject to removal.
6. Questions or comments of the public should be directed to the Chair. If appropriate, the Chairperson may direct and recognize a staff employee or professional of the Township to respond. The Chair may request that any question asked of the Township Committee or its staff or professionals which, due to its complexity or need for research or factual investigation cannot be answered immediately, be

placed in writing by the inquirer and directed to the appropriate Township official and that an answer be provided to the inquirer as soon as possible.

7. Any of these Standing Rules may be suspended for a particular matter by vote of a majority of the Township Committee present at the meeting.
8. As to Township Committee meetings, members or invited guests may participate via telephonic or video conference. Members of the Township Committee are permitted to vote through these electronic means.
9. These rules may be supplemented by the adoption of additional rules required to be adopted by law during a declared State of Emergency for the conducting of remote meetings of the Township Committee by electronic means.