

## **EXHIBIT A**

### **PENNINGTON BOROUGH COUNCIL**

#### **AMENDED PROCEDURES AND REQUIREMENTS FOR THE CONDUCT OF REMOTE PUBLIC MEETINGS DURING A DECLARED PUBLIC HEALTH EMERGENCY AND/OR STATE OF EMERGENCY**

##### **PUBLIC MEETINGS:**

[During a declared public health emergency and/or state of emergency, in-person public meetings shall remain the default for public meetings of t] The Borough Council of the Borough of Pennington shall conduct remote and hybrid meetings as set forth below and in compliance with all applicable [Room capacity restrictions and gathering limitations pursuant to] State and/or Federal guidelines and requirements [meant to mitigate the risk of contagious infection shall be followed and enforced].

If the meeting cannot be safely held in-person, or the room capacity and gathering limitations are expected to be insufficient for the public meeting, the meeting shall be conducted remotely, or via a hybrid procedure that incorporates both virtual and limited in-person attendance, subject to all social distancing requirements, by members of the public body, municipal staff and professionals, and members of the public.

The Borough Council will conduct all remote meetings and all hybrid meetings using a remote meeting platform [as live Zoom Webinars or live Zoom Meetings]. The meeting connection information will be available on the Borough's website at <https://www.penningtonboro.org>. Members of the public may [also] view and participate in public comment portion or other applicable session during [in] the meeting by joining [the webinar] via computer, electronic device, or by teleconference in accordance with the capabilities of the remote meeting platform in use.

##### **NOTICE**

Advance notice of the meeting will be provided, specifying the time, date, and location of the meeting consistent with the Open Public Meetings Act (N.J.S.A. 10:4-6), as applicable. The notice will also state the platform or method by which any remote or hybrid meeting will be held, will provide the teleconference number along with the web address or other means of accessing the remote meeting platform, and will include clear and concise instructions for how public comments can be made and where relevant documents, if any, will be made available for viewing. A copy of the notice will be posted on the Borough's website at <https://www.penningtonboro.org>, and on the main entry doors of the Borough Hall, viewable from the outside.

A copy of the notice, meeting agenda (to the extent known), and all documents made available to the public in hard copy or print format, will be available before the meeting for viewing and/or download from the Borough's website at <https://www.penningtonboro.org>.

## **PUBLIC PARTICIPATION**

### ***Electronic or Written Comments in Advance of the Meeting.***

Members of the public may submit comments or questions in advance of the meeting by sending an email to: Betty Sterling, Borough Clerk at [bsterling@penningtonboro.org](mailto:bsterling@penningtonboro.org). Comments may also be submitted in written letter form, delivered to the Borough of Pennington, 30 North Main Street, Pennington, New Jersey 08534. All advance comments must be received by 4:00 p.m. the day of the scheduled meeting.

Comments submitted in advance of the meeting shall be read aloud and addressed during the public comment portion of the meeting in a manner audible to all meeting participants and the public. A [three (3) minute] two (2) time limit will apply to the reading of each written comment. Each comment shall be read from the beginning, until the time limit is reached. Multiple submissions by a member of the public shall be cumulatively treated as one submission for purposes of the time limit. The Borough Council may pass over duplicate written comments however, each duplicate comment shall be noted for the record with the content summarized.

### ***Public Comments and Conduct from Remote or Online Hybrid Participants.***

At the beginning of every remote or hybrid meeting, the Mayor, Borough Administrator or designee shall publicly announce the procedures and requirements for making public comment, along with an explanation of the audio muting function of the [Zoom] remote meeting platform in use during the meeting.

All participants are required to keep their microphones muted until recognized or directed otherwise. The Borough Administrator or meeting host will [engage the Zoom “Mute”] control participant’s microphone function until the public comment portion of the meeting is reached.

Members of the public participating remotely that wish to make a comment are required to utilize the “Raise Your Hand” or similar feature [in Zoom], or if participating by teleconference, by [dialing \*9] following the instructions provided by the Mayor, Borough Administrator or designee at the beginning of the meeting . Once recognized, the participant will be able to unmute their microphone and will be asked to state his/her name and home address before making their comment. The Borough Administrator or meeting host or designee will manage the order of the comments.

[Comments sent via chat will not be accepted and will not be made part of the record or minutes.] No chat feature will be made available during public meetings.

If a remote member of the public becomes disruptive during the meeting, including during any public comment period, the Mayor shall direct that the individual be muted and warn that continued disruption may result in the individual being prevented from speaking during the meeting or may be removed from the meeting. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption, speaking beyond time limits, and use of profanity. If after receiving an initial warning the individual continues to act in a disruptive manner, the

individual will be muted, and other members of the public will be allowed to provide their comments or questions. If time permits, the disruptive individual will be allowed to speak after all other members of the public have made their comments. Should the person remain disruptive, the individual may be muted, kept on mute for the remainder of the meeting, or removed from the remote or hybrid public meeting.