

**TO: ALL RESIDENTS AND PERSONS WITHIN THE BOROUGH OF SOUTH RIVER, NEW JERSEY AND TO ALL DEPARTMENTS OF THE MUNICIPAL GOVERNMENT OF THE BOROUGH OF SOUTH RIVER**

FROM: Mayor and Borough Council of the Borough of South River

DATE: October 19, 2020

RE: Borough of South River's Procedures for Remote Meetings and Public Comment

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Pursuant to requirements of N.J.A.C 5:39-1.1 et seq, the Borough of South River establishes the following procedures for all remote Borough Council meetings and public comments during a Governor declared State of Emergency.

1. During the declared State of Emergency, all remote Borough Council meetings will be held by means of the use of electronic communication equipment via Zoom Video Conference.
2. During all remote meetings, the public shall not be permitted to physically attend the meeting.
3. The public can attend the Borough Council Meeting via Zoom Video Conferencing by utilizing Zoom software or calling into the telephone number provided in the Borough of South River Notice of Electronic Meeting.
4. The Borough of South River Notice of Electronic meeting will contain a link to access the meeting through Zoom, a meeting ID and password and a telephone call in number.
4. The Borough of South River Notice of Electronic meeting will be posted on the Borough website and the Main Access Door of 61 Main Street, South River seven days before the meeting.
5. During the meeting, except as provided in number 6 below, the public will be placed on mute by the Clerk or Meeting Administrator. Additionally, the Zoom platform permits individual participants to mute themselves by pressing the mute button.
6. During any Public Comment period of the Council Meeting, the public may participate via audio or audio and video. How to participate in the meeting during any public comment period:
  - A. If using the Zoom Application, in order to participate, the public may click the "Raise Your Hand" button. The Mayor will recognize the public member and the Clerk will unmute the participant after recognition. The member of the public must identify themselves prior to providing comment. After the public member's comment, the Clerk will mute the participant.
  - B. If the member of the public is using video, the public may also physically wave to notify the Mayor of his/her request to provide comment. The Mayor will recognize the public member and the Clerk will unmute the participant after recognition. The member of the public must identify themselves prior to providing comment. After the public member's comment, the Clerk will mute the participant.

- C. Finally, if appearing by telephone only, the Clerk will unmute all telephonic participants at one time. During that time, any telephonic participant can advise the Mayor of his/her request to speak by stating their name one at a time. Thereafter, the Clerk will mute all telephonic participants. The Mayor will recognize each public member individually and the Clerk will unmute the participant after recognition. The member of the public must identify themselves prior to providing comment. After the public member's comment, the Clerk will mute the participant.

7. In advance of the public meeting, the public may provide public comment to be read in record by the Borough Clerk. The public can email public comments in advance to the Borough Clerk at [bbray@southrivernj.org](mailto:bbray@southrivernj.org), or in written letter form, with name and address clearly stated. All comments must be received by 3 pm on the day of the meeting to be read into the record. All comments submitted in advance will be read into the record immediately after all participants have had their opportunity to speak. Each comment shall be read from the beginning until the time limit is reached. If the public comment is duplicative, the Clerk will note and summarize the duplicative comment for the record.

8. All public comments are limited to 10 minutes per person, including public comments submitted in advance.

9. The Borough Council shall facilitate a dialogue with the commenter to the extent permitted by the electronic communications technology.

10. If a member of the public becomes disruptive during a remote public meeting, including during any period for public comment, the Mayor shall direct the Clerk to mute or continue muting, the disruptive member of the public and warn that continued disruption may result in their being prevented from speaking during the remote public meeting or removed from the remote public meeting. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption, and use of profanity.

11. A member of the public who continues to act in a disruptive manner after receiving an initial warning may be muted while other members of the public are allowed to proceed with their questions or comments. If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting or removed from the remote public meeting.

12. Any presentations or documents shall be made visible on the Borough's website. If a presentation or document would be made available in hard copy at the meeting, the Borough will post the document in advance of the meeting for download from the Borough's website.

13. A separate non-public conference line shall be used for any executive session during the Remote Public Meetings.