

# Proposed Amendment to Chapter 5 of the Deerfield Township Municipal Code

§ 5-10. Rules of conduct at meetings.

A. Presiding officer. The Chairman of the Township Committee chosen in the manner and for the term prescribed by this chapter shall preside at all meetings, and in the absence of the Clerk, shall appoint a Clerk pro tempore.

B. Agenda. An agenda for each regular meeting of the Township Committee shall be prepared by the Clerk, under the supervision of the Chairman of the Township Committee. A meeting agenda, to the extent known, together with drafts of all resolutions, ordinances, reports and other writings referenced within the agenda, shall be available for download on the Township's Internet site on the business day prior to the meeting. Additional items may be added to the posted agenda only if those items' inclusion could not have been reasonably anticipated at the time the agenda was posted to the Internet.

C. Call to order. The Chairman of the Township Committee shall call each meeting to order. In his absence and the absence of the Vice Chairman, the Clerk shall call the meeting to order and those present shall select a temporary Chairman and Vice Chairman. The Chairman shall assume the chair as soon as he is in attendance at any meeting which may have been called to order in his absence, and the temporary Chairman shall thereupon relinquish the chair.

D. Quorum call. At the opening of each meeting of the Township Committee, the Clerk shall call the roll and the names of those present shall be recorded in the minutes. Three members of the Township Committee shall constitute a quorum. If a quorum is not present 1/2 hour after the appointed time for any meeting, the presiding officer or the Clerk may declare the meeting adjourned.

E. Order of business. The order of business at each meeting of the Township Committee shall be as follows:

- (1) Invocation.
- (2) Flag salute.
- (3) Roll call.
- (4) Public comments and questions on agenda items.
- ~~(4)~~ Approval of minutes of previous meeting.

- (56) Ordinances upon second reading.
- (67) Ordinances upon first reading.
- (78) Resolutions.
- (89) External communications.
- (910) Subcommittee reports.
- (1011) Reports of other Township officials.
- (1112) Old business.
- (1213) New business.
- (14) Public comments and questions on any issue.
- (1315) Adjournment.

During the public comment and question periods, the Mayor or some other official or employee designated by the Mayor shall attempt to answer citizens' questions.

F. Roll call votes and minutes. The vote upon every motion, resolution or ordinance shall be taken by roll call vote and the results shall be entered in the minutes. The minutes of each meeting shall be signed by the presiding officer and the Clerk.

G. Rules of debate.

(1) The Chairman of the Township Committee or the presiding officer of the meeting shall not be deprived of any right to vote or of any other rights, powers or duties of a Township Committeeman by virtue of occupying the office of Chairman of the Committee.

(2) A member of the Township Committee shall be entitled to the floor upon recognition by the chair.

(3) The Committeeman who has made a motion shall be entitled to the privilege of closing debate.

H. Voting. When the roll is called upon any question, the silence of a Committeeman shall constitute an affirmative vote unless he states that he abstains.

I. Minutes.

(1) Draft minutes, marked as such, for each public Committee meeting shall be available for download on the Township's Internet site by no later than twenty-four hours prior to the following regularly scheduled Committee meeting.

(2) Finalized minutes of public Committee meetings shall be available for download on the Township's Internet site within twenty-four hours after Committee approval.

(3) The minutes of non-public (i.e. executive or closed) meetings shall contain sufficient detail and context to allow readers to understand that which was discussed at the meeting and the positions taken and points expressed by meeting attendees. Minutes of non-public meetings shall be made available for download in redacted form on the Township's Internet site by no later than forty-five days after the meeting. Redactions applied to the minutes shall be as narrow as possible and will balance the public's interest in disclosure against legitimate government confidentiality and individual privacy concerns. Each redacted element shall explain the redaction in sufficient detail to allow the reader to understand the general nature of the redacted material and the legal reason justifying the redaction.

(4) Semi-annually, in April and October, the Committee and Solicitor shall examine each set of redacted non-public meeting minutes that have been made available on the Township's Internet site and determine whether the passage of time or the occurrence of events allows unredacted or more narrowly redacted versions of those minutes to be disclosed. Those unredacted or more narrowly redacted versions shall be made available for download on the Township's Internet site within twenty-four hours after the determination is made.

H. Rules of order. Except as specifically provided in these rules, Robert's Rules of Order shall govern.