

**RESOLUTION NO. R2021x08
TOWN OF BELVIDERE
WARREN COUNTY, NEW JERSEY
REGARDING EMERGENCY REMOTE MEETING PROTOCOL, PROCEDURES AND
REQUIREMENTS FOR PUBLIC PARTICIPATION AT REMOTE MEETINGS**

WHEREAS, pursuant to N.J.A.C. 5:39-1 et seq, Emergency Remote Meeting Protocol for Local Public Bodies, municipal governing bodies are required to adopt standards for the conduct of remote public meetings during a declared emergency.

NOW THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Belvidere, County of Warren, and State of New Jersey as follows:

1. If the Town holds a remote meeting to conduct public business, they shall use electronic communication technology routinely used in business settings that can be accessed by the public at no cost and with participant capacity consistent with the reasonable expectations of the public body for the type of public meeting being held and shall, at minimum, not be limited to fewer than 50 public participants (beyond those persons required to conduct business at the meeting).
2. Remote public meetings may be held by the Town in a format as selected by the governing body, by means including but not limited to, audio-only teleconferencing, electronic communications platforms with video and audio or live streaming via the internet and shall, additionally, provide a telephonic conference line to allow members of the public to dial in by telephone to listen and to provide public comment.
3. Whenever the Town holds a remote public meeting, they shall allow members of the public to make public comment by audio or by audio and video if the meeting is being held over both.
4. Any remote public meeting where sworn testimony is being taken shall be broadcast by video as well as audio and all individuals giving sworn testimony shall appear by video in addition to audio.
5. Any presentation or documents that would otherwise be viewed or made available to members of the public physically attending a local public meeting shall be made visible on a video broadcast of the remote public meeting or made available on the internet website of the Town.
6. In addition to making public comments at any remote public meeting, the Town Council, in advance of the remote meeting shall allow public comments to be submitted to the Clerk by electronic mail and in written letter form by noon the day of the meeting to if electronic mail clerk@belvidere-nj.org or Town of Belvidere, Attn: Town Clerk, Town Hall, 691 Water Street, Belvidere, NJ, 07823 if in written letter.

7. Public comments submitted prior to the remote public meeting through electronic or regular mail shall be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public, and a time limit of three minutes shall be placed on the reading of written comments, which shall be read from their beginning until the time limit is reached.

8. The electronic communications used for a remote public meeting shall have a function that allows the Town to mute the audio of all members of the public as well as allow members of the public to mute themselves and same shall be announced at the beginning of every remote public session.

9. If a member of the public becomes disruptive during a remote public meeting, including during any period for public comment, the Mayor or his designee, shall mute or continue muting, or direct appropriate staff 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.

10. Disruptive conduct at a public or remote public meeting includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption, and use of profanity.

11. Any member of the public who continues to act in a disruptive manner at a remote public meeting after receiving an initial warning, may be muted while other members of the public are allowed to proceed with their questions or comments.

12. 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 and, if the person still remains 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.

13. The content of the electronic notice shall be posted on the main access door of the building where the public would routinely attend public meetings of the local public body in person and the notice must be viewable from the outside.

Date: January 6, 2021
Teresa A. Yeisley, RMC/CPM
Municipal Clerk/Administrator