

BY-LAWS OF THE ENVIRONMENTAL COMMISSION OF

TEANECK, NEW JERSEY

ARTICLE I

OBJECTIVES

The objectives, purposes and procedures of the Environmental Commission of the Township of Teaneck are those set forth in Teaneck Ordinance Number 1632 and amendments thereto including 3158, (adopted July 26, 1988) and 3898 (adopted August 23, 2005) , and those powers and duties delegated to the Environmental Commission by the Township Council pursuant to law.

ARTICLE II

OFFICERS AND THEIR DUTIES

Section 1. The officers of the Environmental Commission shall consist of a Chairperson, Vice-Chairperson and Secretary. The Chairperson shall have the power to appoint committees, call special meetings, and expend such funds as approved by the members of the Environmental Commission, but not to exceed the amount appropriated by the Governing Body.

Section 2. The Chairperson shall have the privilege of discussing all matters before the Commission and to vote thereon.

Section 3. The Vice-Chairperson shall act for the Chairperson in his absence.

Section 4. The Secretary, assisted by a clerk, shall keep the minutes and records of the Commission, prepare the agenda of regular and special meetings with the Chairperson, provide notices of meetings for Commission members and the public,

BY-LAWS OF THE ENVIRONMENTAL COMMISSION OF

TEANECK, NEW JERSEY

ARTICLE I

OBJECTIVES

The objectives, purposes and procedures of the Environmental Commission of the Township of Teaneck are those set forth in Teaneck Ordinance Number 1632 and amendments thereto including 3158, (adopted July 26, 1988) and 3898 (adopted August 23, 2005) , and those powers and duties delegated to the Environmental Commission by the Township Council pursuant to law.

ARTICLE II

OFFICERS AND THEIR DUTIES

Section 1. The officers of the Environmental Commission shall consist of a Chairperson, Vice-Chairperson and Secretary. The Chairperson shall have the power to appoint committees, call special meetings, and expend such funds as approved by the members of the Environmental Commission, but not to exceed the amount appropriated by the Governing Body.

Section 2. The Chairperson shall have the privilege of discussing all matters before the Commission and to vote thereon.

Section 3. The Vice-Chairperson shall act for the Chairperson in his absence.

Section 4. The Secretary, assisted by a clerk, shall keep the minutes and records of the Commission, prepare the agenda of regular and special meetings with the Chairperson, provide notices of meetings for Commission members and the public,

arrange proper and legal notice of hearings and actions taken by the Commission, attend to correspondence of the Commission, and such other duties as are normally carried out by a Secretary.

ARTICLE III

ELECTION OF OFFICERS

Section 1. The Commission shall elect its own officers as described in Article II at the annual organizational meeting, which shall be held at the last regular meeting in June of each year.

Section 2. A candidate for an office described in Article II receiving a majority vote of the entire membership of the Commission shall assume office at the meeting after the election, and serve until the next election of officers.

Section 3. Vacancies in officers shall be acted upon immediately using the procedure outlined in Sections 1 and 2 of this Article at the regular meeting following the vacancy.

ARTICLE IV

MEETINGS

Section 1. The regular monthly meeting shall be held on the first and third Wednesday of each month at 7:30 o'clock in the evening, Prevailing Time, except in July and August when one meeting each month will be held at the Municipal Building, unless a different time and/or place is chosen by the Chairperson and

set forth in the notice of meeting. The date of any regular monthly meeting may be changed by Resolution of the Commission, adopted at any regular meeting prior to the month in which the regular monthly meeting is scheduled.

Section 2. A majority of the membership of the Commission shall constitute a quorum, but the number of votes necessary to transact business shall be a majority of the quorum. Voting shall be by show of hands unless a member requests a roll call. A record of the roll call vote shall be kept as part of the minutes.

Section 3. Special meetings shall be called by the Chairperson or by the Secretary when requested to do so in writing by a majority of the members of the Commission. The notice of any special meeting shall specify the purposes of the meeting. The Secretary shall give written notice to all members of the Commission not less than five (5) days in advance of each special meeting.

Section 4. All meetings at which the Commission will act upon or discuss public business shall be conducted in accordance with Section 7 of the Open Public Meetings Act.

Section 5. Prior to excluding the public from any meeting to discuss any matter described in Section 7 of the Open Public Meetings Act., the Commission shall adopt a resolution in public session, setting forth the following:

- (a) The general nature of the subject to be discussed; and
- (b) As precisely as possible, the time when and the circumstances under which the discussion conducted in closed session of the Commission can be disclosed to the public.

Section 6. The conduct of meetings shall be governed by Appendix A attached hereto in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws of this Commission.

Exceptions to the advance notice requirement shall be in accordance with Section 4 of the Open Public Meetings Act.

ARTICLE V

ORDER OF BUSINESS

The order of business at regular meetings shall be:

I. Call to order and statement by the Chairperson in accordance with Section 5 of the Open Public Meetings Act.

II Approval of draft minutes of previous regular meeting

a) Date of meeting before last (corrected/final)

b) Date of last meeting (draft)

III Good and Welfare

IV Agenda Additions

V Reports

VI Information

VII Correspondence

VIII E-mail correspondence

IX Site Plan & Subdivisions

X Unfinished Business (as per previous minutes)

XI New Business

XII Adjournment

ARTICLE VI

COMMITTEES

There shall be no standing committees. Special committees may be appointed by the Chairperson for purposes and terms approved by the Commission.

ARTICLE VII

EMPLOYEES

Section 1. The Township Manager may provide clerical service to assist the Secretary in the performance of his/her duties and to perform such other duties as may be required by the Chairperson and Commission members.

Section 2. The Commission may request assistance, as necessary, from a legal counsel employed by, or contracted by, the Township Council or Planning Board.

ARTICLE VIII

HEARINGS

Section 1. The Commission may conduct hearings on matters that require the gathering of information, or for the purposes of dissemination of data of interest to the public.

Section 2. Adequate notice shall be given of any such hearing by the Commission, as required by law. Any documents for which comments are sought at a hearing shall be on file and available for public inspection at least ten (10) days before the date of the hearing during normal business hours in the office of the Clerk of the Environmental Commission. The Commission may produce other documents or records at the hearing to substantiate, clarify or supplement the previously filed documents.

ARTICLE IX

AMENDMENTS

These by-laws may be amended in accordance with the following procedure:

A proposal to amend may be introduced at any regular or special meeting. Upon the majority vote of the members present at such meeting, the proposed amendment shall be read into the minutes of the meeting, but no action shall be taken until the next regular meeting or a special meeting called for the purpose of acting thereon. The notice of the next such meeting shall include the text of the proposed amendment and the text of the By-Law intended to be amended. For adoption at the next such meeting, the votes of two-thirds of the members present and voting thereon shall be required.

ARTICLE X

MINUTES

Minutes of every meeting of the Commission shall be kept by the Secretary and shall include the time and place, the members present, the names of persons appearing and addressing the Commission, the actions taken by the Commission, and the findings, if any, made by it and the stated reasons therefor. The minutes shall thereafter be made available for public inspection during normal business hours at the office of the Clerk for the Environmental Commission and copies of same shall be furnished by the Commission to any person requesting same in writing, at the expense of such person; provided, however, that those portions of the meeting wherein the public has been excluded pursuant to law,

shall be deleted from any copy of the minutes made available for public inspection or reproduced for public distribution.

ARTICLE XI

DEFINITIONS

For the purposes of these By-Laws, unless the context clearly indicates a different meaning, the terms "meeting", "public business" and "adequate notice" shall be as delineated in Section 3 (b) (c) and (d) of the Open Public Meetings Act.

Harry R. Kissileff, Chairman,
Environmental Commission

Adopted:

Revised: