THE BYLAWS OF THE UNION COUNTY BOARD OF COUNTY COMMISSIONERS

RULES OF PROCEDURE FOR THE CONDUCT OF THE MEETINGS, FUNCTIONS AND RESPONSIBILITIES OF THE UNION COUNTY BOARD OF COUNTY COMMISSIONERS, OFFICES AND COMMITTEES

(I.) GENERAL RULES AND REGULATIONS

1. SELECTION OF CHAIR AND VICE CHAIR. At the organizational meeting on or about January 1st, or as otherwise provided by law, the Board shall choose a Chair and a Vice Chair by a majority vote of the whole number of the Board (5 votes). The term of office shall be for one year. The Chair and Vice Chair shall receive additional compensation for this position. The Board may also approve a Chair pro tempore for a one-year term to serve as Chair pursuant hereto. Any vacancy may be filled in a similar manner, for the unexpired term.

2. Members need not be physically present to vote as they may vote via teleconference or other electronic means allowing for 2-way verbal communication, consistent with the Open Public Meetings Act.

3. Any person who at any time shall act in such a manner as to disrupt the ability of the Board to conduct its business, including by failing to yield the floor upon their speaking time running out, shall, at the presiding officer's discretion, be subject to being removed from the meeting room until such time as the disruptive behavior is ceased. Upon any such person resuming such disruptive behavior, they may be removed from the meeting room for the rest of the meeting.

4. RULES AS TO PUBLIC COMMENT.

   (a.) As concerns any public comments to the Board, each member of the public, as to each public session, shall be limited to one (1) appearance and shall have the floor for no more than five (5) minutes. The Chair may also limit individuals to less time if the Chair deems these statements made by the public to be repetitive; the number of persons wishing to address the Board appears to be lengthy; or if the weather or lateness of the hour so requires. No person may speak more than once during any public session. No speaker may speak more than the allotted time by requesting to use any other person's time or portion thereof. All questions from the public shall be directed through the Chair. Members will direct their questions or comments through the Chair and shall limit their responses to the individual member of the public who is speaking to the Board at that time. Non-county residents may speak only after County residents have been heard.

(b.) No speaker shall make any inflammatory personal comments or attacks, threats or engage in the use of vulgar comments or profanity.

(c.) The presiding officer shall have the authority to enforce these rules by ending a speaker's time early or by having the speaker removed from the meeting room.

5. VOTING. A quorum must be present for any official act of the Board. The Clerk shall poll the Board in alphabetical order with the presiding officer to be polled last and the alternate presiding officer, next to last. When polled, a Member may pass, vote aye, nay or abstain. If a Member shall pass, the polling shall continue and after all Members are polled, the Member who passed shall then vote the Member's preference.

If that Member does not express a preference at that time, the Member's vote shall be recorded as an abstention.

During the time of polling, there shall be no discussion and no Member shall be required to explain their vote. There shall be no further discussion on the matter. Resolutions need not be voted on individually. If a Member shall request a separate polling of the Board on any individual Resolution, that request shall be granted. Before the Clerk shall call the next vote, a Member may change their vote. The Clerk shall announce the vote and that vote shall be the official act of the Board. At that time, a motion may be made for reconsideration at the next regularly scheduled meeting but at no time thereafter, by any Member of the Board. This motion shall be non-debatable.

6. TREATMENT OF ABSTENTIONS

(a.) Where no specific number of votes is required to pass a measure (i.e. only a majority of those present and voting), then a Member's abstention and silence during the voting should be counted as an affirmative vote. When the Member states opposition to the measure, the Member should be counted with the negative votes.

(b.) When a specific number of votes is required to pass a measure (i.e. five (5) affirmative votes to pass an Ordinance[1]), then there must be a minimum of five (5) affirmative votes and the measure will not carry if a sufficient number of votes can only be mustered by including silent abstainers among the affirmative votes.

[1] Refer to footnotes #2 and #3.

(c.) In the event the abstention is due to a disqualifying personal or financial interest, neither the presence nor vote of the Member should be counted in computing either a quorum or majority. The situation is comparable to a vacancy in the Membership.

7. RULES OF CONDUCT

(a.) A Member shall not speak more than once until all Members have had an opportunity to speak, unless allowed by the Chair.

(b.) For a Resolution, Ordinance, or motion to be discussed and considered by the Board it must be duly moved and must receive a second. If there shall be no second, there shall be no further discussion on the subject. Any vote without either a motion or second is inconsequential, but shall be noted in the minutes.

(c.) The result of a vote on any and all motions is final upon the announcement of said vote by the Clerk of the Board. Said action can only be changed with a motion to reconsider, made by a Member of the prevailing side, and approved with a majority vote.

(d.) In the absence of any rule contained in these Bylaws, Robert's Rules of Order, as revised, shall govern the conduct of the meeting.

(e.) The County Manager may be present at all Board meetings and participate in all deliberations without the right to vote.

(f.) The Chair or such other Member of the Board as may be presiding shall have full rights and privileges as granted all Members stated in these rules.

(g.) Any motion which is tabled becomes the possession of the Board as a whole.

(h.) The Rules of Procedure contained herein may be suspended upon an affirmative vote of the Members of the Board present and voting.

(i.) The Chair reserves the right to adjust the order of items on the agenda as deemed necessary.

8. APPOINTMENTS TO PUBLIC ADVISORY BOARDS

(a.) Any Member may nominate any person for appointment by the Board to any agency or advisory committee to which this Board shall have power of appointment.

(b.) The Clerk of the Board shall, upon request of any Member of the Board, furnish a resumé of the proposed appointee to every Member at least twenty-four (24) hours before action is to be taken on said appointment.

(c.) All appointments shall be made consistent with the Board's policy on affirmative action.

(d.) Persons shall be considered as appointed upon receiving a majority vote of the full Board. No person shall be appointed to any such body in which an immediate family Member is employed by or associated with the specific County department. If such incident does arise, that appointee shall forthwith resign from said body.

(e.) In the event that there shall be more than one (1) appointment to be made to an individual agency or board, the Board may include more than one (1) nomination in the Resolution. A person so appointed shall take an oath and file same as prescribed by law within thirty (30) days or else the appointment is null and void with no further action required by the Board.

(II.) ORDER OF BUSINESS

1. CALL TO ORDER. The Chair, and in the absence of the Chair, the Vice Chair, shall take the chair at the hour appointed, as published and pursuant to the requirements of the New Jersey Statutes Annotated, Title 10, Chapter 4, Section 10 of the Open Public Meetings Act and shall immediately call the Board to order. In the event the Regular Meeting is on the same day as the Agenda Setting Meeting, the Regular Meeting shall commence as soon after the Agenda Setting Meeting as possible. In the absence of the Chair and Vice Chair, the Clerk shall call the Board to order and shall determine whether a quorum is present. If a quorum is present, and if a Chair pro tempore has not been elected for the calendar year, or if the person so elected is not present, the Clerk shall call for the election of a Chair pro tempore. Upon appearance of the Chair or Vice Chair, the Chair pro tempore shall forthwith relinquish the chair upon the conclusion of the business immediately before the Board, and when the Vice Chair is presiding, that person shall likewise relinquish the chair upon the appearance of the Chair.

2. QUORUM. A majority of the whole number of the Board, five (5) Members, shall constitute a quorum. Should no quorum attend within thirty (30) minutes after the

hour appointed for the meeting of the Board, the person presiding may thereupon recess awaiting the formation of a quorum. Thereafter, if no such quorum is established, the individual presiding may adjourn the meeting.

3. ORDER OF BUSINESS—REGULAR MEETING

The order of business for all regular meetings shall be as follows, subject to any additional items or change of order, as designated by the Chair:

(a.) THE CLERK OF THE BOARD SHALL CALL THE ROLL in alphabetical order with the presiding officer to be polled last and the Vice Chair next to last.

(b.) THE CLERK SHALL LEAD THE BOARD IN PRAYER.

(c.) THE PLEDGE OF ALLEGIANCE. The Chair may ask a Member or the Clerk of the Board to lead the assembly in the Pledge of Allegiance.

(d.) THE CLERK SHALL READ THE STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT.

(e.) COMMUNICATIONS. The Clerk shall list any communications on the agenda for the meeting. Any communication or any portion thereof shall be read in its entirety upon request of a Member.

(f.) APPROVAL OF MINUTES OF ANY PREVIOUS MEETING. The Board, on a motion and by majority concurrence of those voting, may waive the reading and move the acceptance of the complete minutes of prior meetings.

(g.) PUBLIC HEARINGS ON ORDINANCES FOR FINAL ADOPTION. Comments from Members of the public shall be allowed pursuant to the general rules and shall be directed to the Chair. Members are not to take part in a discussion with the public without the permission of the Chair.

(h.) FINAL ADOPTION OF ORDINANCES.

(i.) INTRODUCTION OF ORDINANCES FOR THE FIRST READING.

(j.) PUBLIC COMMENT PORTION. At this time the public may address the Board, pursuant to the general rules on any Resolution on the agenda or on any

governmental issue that the member of the public feels may be of concern to the residents of the County

(k.) RESOLUTIONS which have been presented at a prior Agenda Setting Session shall be listed on the Regular Meeting agenda in alphabetical order of the sponsoring Member with the Chair's Resolutions being listed last and the Vice Chair's Resolutions being listed next to last. Resolutions need not be voted upon individually.

Prior to being voted upon, Resolutions requiring the expenditure of funds and Resolutions not requiring the expenditure of funds shall contain a written sufficiency of funds certification consistent with law or "no sufficiency required" on the Resolution. It shall be the duty of the County Manager and County Counsel to ensure such compliance.

(l.) RESOLUTIONS FROM THE FLOOR. A majority vote of the Members of the Board present and voting shall be required to allow specific Resolutions from the Floor to be entertained. When prepared in advance by requesting same of the County Counsel, Resolutions from the floor shall be listed at the end of the agenda, separate from all other agenda items, and shall be noted as such. A public comment portion on the Resolutions from the Floor pursuant to the general rules, shall take place prior to the Board taking action. Members shall be called in alphabetical order to present such Resolutions with the Chair called last and the Vice Chair next to last. Oral Resolutions from the floor may likewise be introduced. The County Counsel shall make every reasonable effort to prepare Resolutions in written form whenever requested by a Member of the Board. No Resolution shall be listed on the agenda at any time unless requested by a Member of the Board.

(m.) REPORTS OF ANY STANDING AND SPECIAL COMMITTEES and COMMISSIONER REMARKS of the Board shall be the next item on the agenda, in an order designated by the Chair.

(n.) REPORTS FROM THE COUNTY MANAGER and the administrative staff shall follow comments from Members of the Board.

(o.) EXECUTIVE SESSIONS. The Clerk or County Counsel shall read a notice as prescribed by the Open Public Meetings Act (OPMA) and shall state the nature of said proposed Executive Session. The Clerk shall poll the Board and receive a majority of those present and voting to enter into Executive Session. The Clerk of the Board, County Counsel, the County Manager, Deputy County Manager and Members of the Board shall attend all Executive Sessions of the

Board unless excused by the Board from any Executive Session or portion thereof. Department heads, County employees and any member of the public may attend the Executive Session upon invitation of the Chair. The Clerk shall keep accurate minutes of Executive Sessions and make such records available to County Counsel, the County Manager, Deputy County Manager or a Member of the Board upon request and to the public pursuant to the OPMA.

(p.) ADJOURNMENT. The Board shall adjourn at the conclusion of its business.

4. ORDER OF BUSINESS—AGENDA SETTING MEETING

The Order of Business for an Agenda Setting Meetings shall differ from that for the Regular Meeting as follows:

(a.) Items on the Agenda Setting Meeting Agenda are listed alphabetically by Constitutional Office then Administrative Code Departments;

(b.) Legislation cannot be voted upon at Agenda Setting Meetings; and

(c.) Members of the public are not permitted to speak during the Agenda Setting Meetings.

(III.) ORDINANCES

1. Ordinances not affecting policy or the Administrative Code shall be prepared by the Office of County Counsel upon the request of any Member of the Board. Prior to introduction, any Ordinances that may require or permit administrative action may be submitted to the County Manager who shall submit to the Board, and to the appropriate Board committee, an opinion as to the administrative implications of the Ordinance.

2. County Counsel, upon request, shall comment in writing to the Board as to the constitutionality and legality of the proposed Ordinance, and also shall further comment on said Ordinance as to its implications.

3. Prior to the introduction of such Ordinances affecting policy or Administrative Code, the Ordinance shall first be presented to the Policy Committee for review, which review shall be completed within fifteen (15) days, at which time the sponsor may then offer legislation consistent with the preceding section of this paragraph.

4. An Ordinance may be introduced by any Member of the Board. After passage on first reading, which reading may be by title, it shall be published in the manner provided by law. A copy of the proposed Ordinance shall also be forwarded to the Clerk of each municipality in the County not less than one (1) week prior to the date of hearing on second reading. Prior to the second reading, a copy of the Ordinance shall be posted on the bulletin board or other place upon which notices are customarily posted in the building in which the Board regularly meets, and copies of the Ordinance shall be made available to the general public upon request.

5. A public hearing shall be held on the proposed Ordinance in the manner provided by the law at which time all persons interested shall be given opportunity to be heard.

6. Prior to the public hearing, the Ordinance shall be given a second reading, which reading may be made by title. After the public hearing, the Ordinance shall be passed by a majority of the whole Membership or such other vote as may be required by law[2]. Any amendment adopted substantively altering the proposed Ordinance shall require the Ordinance to be re-advertised and the public hearing continued pursuant to the law.

7. Upon passage, every Ordinance or the title together with a notice stating the date of passage shall be published in the manner prescribed by law and a certified copy of the full text of every Ordinance so adopted, shall be filed with the Clerk of each municipality in the County no later than ten (10) days after final passage.

8. No Ordinance shall take effect less than twenty (20) days after its final passage by the Board, unless the Board shall adopt a Resolution declaring an emergency and at least two-thirds of the whole number of Members of the Board vote in favor of such Resolution.[3]

(IV.) RESOLUTIONS

1. Resolutions not affecting policy or the Administrative Code shall be prepared upon request of any Member of the Board, subject to approval as to form by the Office of County Counsel

2. All Resolutions prior to their adoption shall be discussed at a prior agenda setting session.

[2] Per N.J.S.A 40A:2-17b, passage of a Bond Ordinance requires 2/3 affirmative vote of full Membership.
[3] Per N.J.S.A. 40A:101c, Board declaring an emergency and waiving the 20 day waiting period before an ordinance shall take effect, requires 2/3 affirmative votes of full Membership.

3. Resolutions affecting policy or the Administrative Code shall, before introduction, be presented for review to the Policy Committee which review shall be completed within fifteen (15) days, at which time the sponsor may then offer legislation consistent with this paragraph. Prior to the final passage of any Resolution, said Resolution that may require or permit an administrative action may be submitted to the County Manager who shall comment to the Board as to the administrative implications of the proposed Resolution. County Counsel shall comment in writing as to the constitutionality or legality of any proposed Resolution if so requested.

4. The Chair may assign any Resolution to any committee of the Board for its comments prior to adoption.

5. A motion may be introduced waiving the above requirements by a majority of the entire Board and shall be made a part of the record of the Resolution.

6. A majority vote of the Members present and voting shall be required for passage of a Resolution except where otherwise required by law.[4]

(V.) DUTIES AND RESPONSIBILITIES

1. CHAIR OF THE BOARD

   (a.) Preside over all meetings of the Board of County Commissioners.

   (b.) Make appointments to all committees of the Board.

   (c.) Shall cause to be prepared the agendas for all meetings of the Board in compliance with these Bylaws.

   (d.) Shall annually assign office and parking spaces for Members, set the official seating arrangements for all Members of the Board, the Clerk of the Board, the County Counsel, and the County Manager for meetings or sessions of the Board.

   (e.) Shall annually assign Commissioner Aides to Members of the Board.

2. VICE CHAIR

[4] Per N.J.S.A. 40A:4-48, emergency exists requiring a supplemental appropriation, requires 2/3 affirmative vote of full Membership. Board resolution of disapproval preventing the dismissal of certain employees, under conditions set forth in N.J.S.A. 40:41-47a and b, requires 2/3 affirmative vote of full Membership.

In the absence or inability of the Chair to serve as Chair, the Vice Chair shall have all the powers and duties of the Chair. In the event of a vacancy in the position of Chair, the Vice Chair shall assume said office and a new Vice Chair shall be elected by a majority vote of the entire Board.

3. CLERK OF THE BOARD

The Board shall appoint a qualified person to serve as Clerk of the Board at the pleasure of the Board, or for a term not to exceed three (3) years. The Clerk shall:

(a.) Attend all meetings, conferences, executive sessions and committee meetings of the Board unless excused.

(b.) Take and preserve the minutes of the Board meetings, which shall record all actions and votes taken and the substance of discussions and debate relating thereto.

(c.) Keep and compile all Ordinances, Resolutions and Minutes and retain in custody for safekeeping all contracts, surety bonds, insurance policies, and other official papers delivered to the Clerk.

(d.) Have custody of the County seal, and may affix it to appropriate documents without charge.

(e.) Provide administrative services for the Board with approval of the Chair, expedite Commissioner correspondence, act as the direct supervisor of the Office of Archives and Records Management and the Office of Commissioner Advancing and Staffing and have such other powers and perform such added duties as may be directed by Resolution of the Board or the Bylaws.

(f.) Keep a journal of the Board's proceedings and record, sign and present the Board, for approval, the minutes of every meeting within the time provided by law.

(g.) Cause to be prepared a typed agenda for all Board meetings and sessions and to be responsible for the accuracy of the content of the agenda.

(h.) Coordinate all Commissioner mailings.

(i.) The salary of the Clerk of the Board shall be adopted by Resolution and the Clerk shall be considered an employee with all the rights and privileges of an employee of the County.

(j.) The Clerk shall devote full time to the duties as required by law or in accordance with the rules and regulations promulgated by the Board. The Clerk of the Board shall aid the Board Chair in the preparation of the agenda for all meetings and sessions.

(k.) Recording of Ordinances and Resolutions.

(i.) The Clerk of the Board shall record all Ordinances and Resolutions adopted by the Board and at the close of each year, with the advice and assistance of County Counsel, shall bind, compile or codify true copies of all the Ordinances and Resolutions adopted during that year.

(ii.) Resolutions that are policy Resolutions of the Board and so stated in the Resolution shall be further indexed as such upon adoption.

4. OFFICE OF ARCHIVES & RECORDS MANAGEMENT

Under the supervision of the Clerk of the Board, the Board shall appoint a Records Manager, preferably with a state certification, and other staff deemed appropriate to execute proper Records Management principles.

The work of the Office of Archives and Records Management (OARM) is to administer and enforce the guidelines for records storage, preservation and destruction set forth by the State of New Jersey, Department of State, Division of Archives and Records Management.

The OARM must inform and continue to educate each County department of the appropriate retention requirements for their documents, and assist them in storing or destroying documents as appropriate. The OARM is the department through which records may be sent to the County's third party, off-site storage facility; the OARM also administers the records management contract.

The OARM follows similar protocols for retention and destruction of records for the municipalities that choose to participate with the County in records management.

The Records Manager and the Records Retrieval Operators are also responsible for the County's Records Imaging and Microfilming program, through which documents designated by the State as Permanent and Historic are imaged into the County's state-certified Electronic Data Management System and microfilmed, as required. All

departments throughout the County as well as municipalities within the County have access to and utilize the Electronic Data Management System for various purposes.

5. OFFICE OF COMMISSIONER ADVANCING AND STAFFING

The Board may appoint a qualified person to serve as Director of the Office of Commissioner Advancing and Staffing. Alternatively, the Clerk of the Board shall designate the responsibilities of such office to an employee of the Office of the Clerk.

Under the supervision of the Clerk of the Board, that person shall be responsible for:

(a.) The coordination of the Commissioner Schedule.

(b.) The supervision and assignment of the Commissioner Aides as it relates to the coordination/confirmation of attendance by Commissioners to various county and non-county sponsored events; requiring clear communication between the Commissioner and the event contact person(s).

(c.) The supervision of the Commissioner Aides communication with their assigned Commissioners and the management of their individual Commissioners' schedules.

(d.) Assisting the Clerk of the Board with the coordination of presentations during the Commissioner meetings.

(e.) The coordination of the County's videotaping of and preparation of digital renderings for the dissemination of all Agenda Sessions and Regular Meetings to various municipalities and media outlets and the supervision of the Commissioner Aide's videotaping, editing and coordinating of video to be posted to the Union County Video Channel on the official Union County website.

(f.) Assigning proper staffing of the Commissioner Aides to represent Commissioners at various Advisory Boards, committee meetings and/or meetings and to prepare notes for said meetings.

(g.) Coordinating the Commissioner/Office of Public Information (OPI) Van; including the coordination of stocking the Commissioner/OPI Van with current and relevant county departmental printed materials (i.e., fliers and brochures).

(h.) Assisting any and all offices in the County with staffing for County Sponsored events.

(i.) Such other duties as the Board of County Commissioners may assign.

6. COMMISSIONER AIDES

The Board shall appoint in the unclassified service in the County a sufficient number of Commissioner Aides to provide administrative services for the Members of the Board. The County Manager shall be instructed to place sufficient monies in the budget to provide necessary funding.

A person acting as a Commissioner Aide in this section shall be considered a full time employee of the County and shall enjoy all rights and privileges as an employee.
A Commissioner Aide shall keep in confidence those things which are discussed informally by the Members of the Board in which the Board takes on no official action.

Commissioner Aides shall report as assigned to the Office of Advancing and Staffing.
To be considered for employment as a Commissioner Aide, the prospective employee must possess the necessary skills that are normally required for this type of employment.

The compensation of Commissioner Aides shall be set in accordance with the provisions of the Non-Contractual Employee Classification and Compensation Plan.

7. OFFICE OF COMMUNICATIONS AND PUBLIC INFORMATION

Under the supervision of the Board of County Commissioners, the Office of Communications and Public Information shall be responsible for:

(a.) The preparation, editing, publication and dissemination of all official county publications including but not limited to the Annual County Directory.

(b.) The coordination of all press conferences and media presentations required in the normal course of business by all Commissioners, the County Manager and all departments and divisions of the county.

(c.) The preparation and dissemination of all press-releases, press kits and photographs concerning county events, matters, issues and activities as may, from time to time, be required by the Board of County Commissioners, the County Manager or departments and divisions of county government.

8. OFFICE OF OPEN SPACE, RECREATION AND HISTORIC PRESERVATION TRUST FUND

Under the supervision of the Board of County Commissioners, the Office of Open Space, Recreation and Historic Preservation Trust Fund shall be responsible for:

(a.) Staffing and assisting the Commissioner Committee on Trust Fund issues with accompanying Resolutions, Bylaws and legislative approval.

(b.) Supervising consultants to ensure Commissioner directives are implemented and work is completed according to specifications.

(c.) Creating and administering grant programs and overseeing the Green Acres Planning Incentive Grant application process responsible for grants awarded to the Union County Trust Fund.

(d.) Assisting the County Manager with acquisition purchases by working with Green Acres and the Office of County Counsel and completing requirements prescribed by the statute.

(e.) Complying with statutory requirements including arranging public meetings.

(f.) Staffing the public advisory committee and the three sub-committees.

(g.) Overseeing the Open Space Strategic Plan, Recreation Master Plan and Historic Preservation Strategic Plan including:

(i.) Continuous update of County's inventory;
(ii.) Site Database Management;
(iii.) GIS plotting and mapping indicating potential contiguous green space, other available green space, Brownfields and historic sites;
(iv.) Providing assistance on projects.

(h.) Overseeing the municipal monitoring process with the Office of County Counsel and the Department of Finance to ensure proper usage of Trust Fund grant dollars.

(i.) Working with the Finance Department to monitor spending and to create a proposed list of projects to allow for best bond financing available.

(VI.) STANDING COMMITTEES AND COMMITTEE MEETINGS OF THE BOARD OF COUNTY COMMISSIONERS

1. GENERAL RULES.

The committee chair shall call the meeting to order at the appointed hour. If the committee chair is not present then, the committee Member of the majority party with the most years of service shall act as a committee chair pro tempore. Upon arrival of the committee chair, the committee chair pro tempore shall forthwith relinquish the chair. A majority of the committee shall constitute a quorum. The committee chair or a majority of the committee Members may request or exclude Members of the administration or the public from attending or participating in the committee discussion in whole or in part. A majority of the Members of the Board shall not be present at any committee meeting unless that meeting be duly advertised as prescribed by law.

The Clerk of the Board or administrative staff, if requested, shall keep a record of the attendance, actions and recommendations of the committee. The County Manager and/or County Counsel shall attend the committee meetings in whole or in part as directed by the committee or its chair. There shall be up to four (4) Members of the Board appointed to each of the standing committees by the Chair of the Board on an annual basis, including one (1) Member for each committee to be named also by the Chair of the Board as committee chair.

Committee meetings shall be convened at the call of the committee chair as same are deemed necessary. The committee chair shall also set agendas for committee meetings. In the event a quorum cannot be made for a particular meeting, the Committee Chair may fill a vacancy for any committee meeting with another Member of the Board, with deference to the Chair of the Board to fill said vacancy.

In the event that any committee finds it necessary to meet with County employees or department heads, or to request information there from, it shall direct such request through the committee chair to the Office of the County Manager and the County Manager shall fulfill such request in time for the committee meeting or at such other time as directed by the committee chair. Committees shall, from time to time, prepare written or oral reports to the Board which may be used in determining County action. The report may also be made available to the County Manager. No reports shall be issued without majority concurrence of the committee.

The Chair of the Board, by appointment, may serve as a Member or chair of any committee. The Chair of the Board shall serve as an ex officio Member of all committees to which the Chair is not otherwise a Member. As an ex officio Member, the Chair shall not count for quorum purposes but shall have all of the same rights as any other committee Member. Committees may hold public hearings for the purpose of eliciting general testimony from the public or from organizations with a particular interest upon permission to do so specifically granted by a Resolution of the Board setting forth the nature and purpose of a proposed public meeting.

The Standing Committees of the Board shall be the following: Fiscal Affairs Committee, Policy & Administrative Code Committee, Open Space, Recreation and Historic Preservation Trust Fund Committee, and County Operations Committee.

The Members and chair of each committee shall be annually appointed by the Board Chair.

The functions and responsibilities of each standing committee shall be as set forth below.

2. FISCAL AFFAIRS COMMITTEE

(a.) Formulate recommendations regarding capital budget expenditures and programs proposed for the expansion of physical facilities under the jurisdiction of the County.

(b.) Make recommendations with respect to the operating budget of the County.

(c.) Conduct audit reviews as such information is provided by the County's auditors.

(d.) Study and consider both short- and long-range plans regarding the expenditure of both capital and annual operating budget funds.

(e.) Study and review proposed projects of a capital funding nature relative to improvements or new efforts with respect to County parks, roads, bridges and traffic signals and any other County facilities for the purpose of recommending same to the full Board. All of the above functions and responsibilities are to be carried out solely for the purpose of furnishing to the entire Board policy recommendations and program priorities necessary for consideration of annual budget adoption, as well as capital expenditure programs.

(f.) The Fiscal Affairs Committee shall as part of its functions and responsibilities, review and plan for the fiscal operations of the County with respect to the County budget all Union County governmental agencies, advisory boards, commissions, boards and committees, and matters related to internal position control.

3. POLICY AND ADMINISTRATIVE CODE COMMITTEE

(a.) Review existing County policies, whether written or carried out by custom and habit, in order to determine whether such policies should be continues or altered.

(b.) Upon request of the Chair, study and review recommendations made by other committees of the Board, any Members of the Board or County Manager for the purpose of determining whether such matters should be brought before the entire Board for consideration and adoption.

(c.) Consult with and assist County agencies, advisory boards, commissions, boards and committees, in carrying out their functions and duties with respect to the formulation and promulgation of policy determinations by this Board.

(d.) Generally, define the areas of the County government that require policy determinations or clarification or interpretation of existing policy statements, for the purpose of achieving uniformity in such matters.

(e.) Clarify and interpret these Bylaws.

(f.) Study and examine the Union County Administrative Code and advise the Board of possible amendments, clarifications, additions or deletions to the Administrative Code.

(g.) No proposed policies or changes to the Administrative Code of the County shall be offered, adopted or implemented by the Board unless same shall have been reviewed by this committee's Membership. Such review shall be completed within a reasonable period after receipt of such proposed policies or code provisions by the committee. Prior to this review, Commissioners shall not present, propose or offer such proposal to the Board as a whole.

4. OPEN SPACE, RECREATION AND HISTORIC PRESERVATION TRUST FUND COMMITTEE

(a.) Develop Open Space, Recreation and Historic Preservation Trust Fund policy including strategic plans and funding allocation for each of the purposes: open space, recreation and historic preservation.

(b.) Formulate recommendations for funding County projects under the umbrella of the Union County Open Space, Recreation and Historic Preservation Trust Fund.

(c.) Review and advise the Board of County Commissioners on awarding funds to municipal and conservancy matching grant applicants.

(d.) Prioritize project initiatives annually.

(e.) Ensure that the County adheres to New Jersey statute that would enable the County of Union to apply for State matching funds.

(f.) Neither policies nor funding recommendations pertaining to the Union County Open Space, Recreation and Historic Preservation Trust Fund shall be offered, adopted or implemented by the Board unless same have been reviewed by the committee's Membership. Such review shall be completed in a reasonable period of time. Prior to this review, Commissioners shall not present, tender or offer policy or funding proposals to the Board as a whole.

5. COUNTY OPERATIONS COMMITTEE

(a.) Coordinate with the County Manager for the purpose of planning, developing, constructing, repairing and maintaining parks, playgrounds, recreational places and facilities owned by the County. For Parks and Recreation projects not funded through the County's Open Space, Recreation and Historic Preservation Trust Fund, coordinate strategic plans for the purpose of the development of recreational programs.

(b.) Coordinate with County Manager for the purpose of planning, constructing, repairing and maintaining all infrastructures owned and operated by the County. Study and review potential construction projects necessary to maintain and upgrade the County's infrastructure.

(c.) Study and review potential construction projects necessary to maintain and upgrade all of the County's buildings and facilities. Coordinate with County Manager for the purpose of planning, constructing, repairing and maintaining all buildings and facilities owned and operated by the County.

(d.) Coordinate with the County Manager and appropriate departments and offices to implement services to provide for the public health, safety and security of County residents and visitors through police protection, programs and County-wide law enforcement measures and emergency services and to maximize public health, safety and security by minimizing duplicative efforts, improving coordination and combining different governmental functions and agencies, as appropriate.

(e.) In the event of a bio-terrorism attack or similar type of public health or safety emergency situation, cooperate with the appropriate emergency response and law enforcement agencies to coordinate and assist in the implementation of the County's bio-terrorism response plan or other appropriate emergency action/response plan.