

**BOROUGH OF RED BANK**  
**COUNTY OF MONMOUTH**  
**RESOLUTION NO. 20-06**

**A RESOLUTION APPROVING PROTOCOL  
FOR BOROUGH COUNCIL MEETINGS**

**WHEREAS**, the Mayor and Council of the Borough of Red Bank recognize a need for the business of government to be accomplished in an orderly fashion; and

**WHEREAS**, establishing a Meeting Protocol Policy will provide for standards to be used during a Borough Council meeting for the order of business.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Red Bank that the attached Borough Council Meeting Protocol Policy is hereby approved for the year 2020.

**BE IT FURTHER RESOLVED** that the Borough Clerk be and is hereby authorized to forward a certified true copy of this resolution to the Borough Attorney and Administrator.

	Motion	Yes	No	Abstain	Absent
Councilman Yassin		X			
Councilwoman Triggiano	Motion	X			
Councilman Ballard		X			
Councilman Yngstrom		X			
Councilman Zipprich		X			
Councilwoman Horgan	Second	X			

Dated: January 1, 2020

2020  
Borough of Red Bank  
Borough Council Meeting Protocol Policy

**1. Borough of Red Bank Municipal Code – Chapter 85; Article 1** explains the general organization of the Borough Council provides some specific information about the role of the Mayor and Council. This section of the code is attached to this policy for reference.

**2. Robert’s Rules of Order:** The Red Bank Borough Council meetings shall be generally conducted according to Robert’s Rules of Order. The following is intended to supplement these rules.

**3. Public Comment/Hearing Conduct:** The Mayor and Council have directed that input from the public during public comment periods be set at five (5) minutes per speaker. If there are more than fifteen (15) speakers at a meeting the Mayor may limit public comment to three (3) minutes per speaker, provided there are no objections from the majority of the Borough Council.

**A. Addressing the Council:** Speakers are to come forward to the microphone, state their name and residential address and speak to the Borough Council directly. The Council should be addressed as a collective body, and not as individual members.

Questions from the speaker, if any, should be directed to the Mayor. Questions will be addressed after the close of the public comment period or at the discretion of the Governing Body. If an answer is not readily available it will be answered at the next scheduled meeting.

Council members wishing to ask a question of a speaker (either a fellow member or public participant) can request to do so through the Mayor.

**B. Council Interaction:** In order to respect the speaker’s time, Council members will not engage in dialogue or debate with the speaker.

**4. Appearances:** Requests for appearances shall be made to the Borough Administrator or Municipal Clerk. Presenters are expected to limit presentations to a ten (10) minute period unless otherwise authorized.

**5. Borough Council Reports:** The Mayor and Borough Council members shall be limited to three (3) minutes.

**6. Proposed Agenda Outline**

BOROUGH OF RED BANK  
Agenda  
Date

1. Calling to Order
  - a. Sunshine Statement
  - b. Pledge of Allegiance
  - c. Roll Call
2. Proclamations, Announcements & Presentations
3. Public Comments on Agenda Items Only
4. Approval of Minutes & Reports
5. Ordinances
  - a. Public Hearing/Adoption
  - b. First Reading
6. Resolutions
7. Discussion & Action
8. Mayor & Council Comments
9. Public Comments
10. Executive Session
11. Adjournment