



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 20-220

### RESOLUTION ADOPTING REMOTE MEETING STANDARD PROCEDURES AND REQUIREMENTS

**WHEREAS**, the Division of Local Government Services has promulgated emergency regulations addressing requirements for remote meetings held during a state of emergency in response to the restrictions necessitated by COVID-19; and

**WHEREAS**, the governing body of the Borough of Highlands wishes to adopt its standard procedures and requirements governing the conduct of its remote meetings in accordance with the aforementioned regulations.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough of Highlands governing body that the following standard procedures and requirements shall govern remote public meetings of the governing body:

**1. Submission of written public comment in advance of the remote meeting.**

- a. Public comments may be submitted in writing to the Borough Clerk in advance of a remote governing body meeting to be read aloud and addressed during the public portion of the meeting.
- b. Written public comments may be submitted by email to [clerk@highlandsborough.org](mailto:clerk@highlandsborough.org) with the subject line "Written Public Comment", or by regular mail to:  
Municipal Clerk, Borough of Highlands  
42 Shore Drive  
Highlands, NJ 07732
- c. All written public comments must be received at least twenty-four (24) hours prior to the beginning of the governing body meeting to be read aloud. Comments received after that deadline shall be read at the following governing body meeting.
- d. A time limit of three (3) minutes shall be allotted to the reading of each written public comment to ensure that all public comments have a fair opportunity to be heard.
- e. Written public comments that are duplicative of previously-submitted comments shall be noted for the record and their content shall be summarized rather than read in full.

**2. Muting of disruptive members of the public**

- a. Members of the public that are disruptive during a remote public meeting may be muted and/or removed from the meeting. For purposes of this section, “disruptive conduct” includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption, and use of profanity.
- b. Once a member of the public exhibits disruptive conduct, the member may be initially muted and warned that continue disruption may result in their being prevented from speaking during the meeting or removed from the remote meeting. The disruptive member shall then be unmuted.
- c. If the disruptive member continues to exhibit disruptive conduct, they may be muted without further warning while other members of the public are allowed to proceed with their questions or comments.
- d. If time permits, the muted disruptive member shall be allowed to speak after all other members of the public have been given the opportunity to make comment.
- e. If the member exhibits disruptive conduct again, they shall be muted for the remainder and/or removed from the meeting.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
MAZZOLA		X	X			
RYAN			X			
VALKOS			X			
BROULLON	X		X			

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk’s Office.

DATE OF VOTE:            October 7, 2020



Michelle Hutchinson, Acting Municipal Clerk