



BLOOMFIELD

TOWNSHIP ★ NJ

Municipal Clerk Office
Physical Address
2nd Floor, Room 214
Bloomfield, NJ 07003

Rules for Citizen Input at Public Meetings

Public comment is a regular part of the Township Council's proceedings. Opportunities to comment occur during the Township Council Conference and Regular Meetings which follow a formal agenda.

After the opening formalities, the public is invited to make initial brief comments on public issues and concerns.

Any person desiring to address the Township Council shall first seek to be recognized by the Mayor, and such person, upon recognition, shall confine their statement to the order of business.

When addressing the Council, the Council requests that the public observe the following procedures to ensure that every citizen is treated courteously and has an opportunity speak:

- 1. Come forward to the podium when you speak. **SPEAK INTO THE PODIUM MIC!****
- 2. Each person addressing the Council shall give their name and shall limit their statement to five (5) minutes.**
- 3. All remarks shall be addressed to the Council as a body and not to any individual member.**
- 4. No question shall be directed to any speaker by a Council person, except through and at the discretion of the Mayor.**

Ordinances may be introduced and read on first and on second reading by reading the title only. Public hearings occur during the meeting for ordinances on second reading and at that time comments from members of the audience are accepted on those specific matters which have been published previously. Each person addressing the Council shall give their name and shall limit their statement to five (5) minutes. All remarks shall be addressed to the Council as a body and not to any individual member. No question shall be directed to any speaker by a Council person, except through and at the discretion of the Mayor.

The Mayor shall be responsible for maintaining the decorum at the public meeting and uniformly enforcing the rules of decorum.

In the event that any person breaches the rules of decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting, the Mayor shall order that person to cease the offending conduct.

If any person continues to breach the rules of decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting following an order from the Mayor to cease the offending conduct, the Mayor may order that person to leave the public meeting.

If any person refuses to leave the public meeting following an order from the Mayor (or temporary presiding officer) to do so, the Mayor or presiding officer may order any law enforcement officer on duty to remove that person from the public meeting.

These rules are posted on the municipal website, public bulletin boards, in the municipal clerk's office and in the Council Chambers which is the meeting room of the governing body.

-ALWAYS SPEAK INTO THE MIC, SO THE ROOM AND THE COUNCIL CAN HEAR YOU CLEARLY-