

## **OPEN PUBLIC MEETINGS**

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### **ROCKAWAY TOWNSHIP FREE PUBLIC LIBRARY**

The Rockaway Township Free Public Library Board of Trustees follows all regulations and guidelines of the Open Public Meetings Law as required by the State of New Jersey.

Meetings dates and times confirmed at the January reorganization meeting are posted annually in *The Daily Record of Morris County* as well as throughout the library and at town hall. Any change in the meeting schedule is provided to the public at least 48 hours before the meeting unless an emergency meeting is required.

If one of the members of the Board of Trustees is unable to travel to the meeting site, the Board may conduct the meeting with this member attending by telephone and a speakerphone to afford the public the opportunity to hear the member's input.

#### **Meeting Minutes**

The Library Board of Trustees maintains accurate minutes of these meetings, recording significant votes and actions, and makes them available upon request after the minutes have been accepted and approved by the Board.

#### **Hearing of the Public**

Members of the public will be invited to sign in at the beginning of each meeting regardless of whether they wish to participate or not. All participants should limit their presentations to five minutes to permit all community members the opportunity to be recognized and to contribute to the meeting.

#### **Disorderly Conduct**

If a meeting is interrupted by a group or groups of persons so severely that the meeting can not be conducted in an orderly fashion, or order cannot be restored by removing the individuals who are interrupting the meeting, the Library Board of Trustees may order the meeting room cleared and continue in session. Or, the Board may adjourn the meeting and reconvene at another location selected by majority vote of the members.

In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session. The Board may establish a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

#### **Public Recording of a Board Meeting**

The public may make an audio or video recording of a meeting if it is not disruptive.

Approved by the Rockaway Township Public Library  
Board of Trustees on Monday, May 15<sup>th</sup> 2017.