

**BERNARDS TOWNSHIP**  
**POOL COMMISSION**  
**BY-LAWS**

**Conduct at Meetings**

1. The Chairperson when present shall conduct all meetings.
2. The Deputy Chairperson shall conduct the meeting when the Chairperson is absent.
3. If the Chairperson and Deputy Chairperson are both absent, a member from the committee would be nominated and elected to be “chairperson of the day.”
4. A majority of the whole number of regular members of the Pool Commission shall constitute a quorum. Without a quorum, the presiding officer of the Pool Commission will make the decision to hold the meeting but no formal action will be taken.
5. In the absence of one regular member, the 1<sup>st</sup> alternate will participate in any formal action. In the absence of two regular members, or one regular member and the 1<sup>st</sup> alternate member, the 2<sup>nd</sup> alternate will participate in any formal action.
6. Meetings shall be conducted in accordance with these regulations and Robert’s Rule of Order.

**Agenda**

1. The proposed agenda for each meeting shall be completed by the Chairperson and/or Deputy Chairperson and Director of Parks & Recreation. The Recording Secretary shall make the proposed agenda available to the public in advance of the meeting.
2. The Commission may amend the agenda as the first item of business at the meeting upon determination that a need to amend the agenda exists. A majority of members present must agree that a need exists in order to add or remove an item for discussion.
3. The agenda for the regular meetings shall be as follows:
  - a. Call to Order
  - b. Pledge of Allegiance
  - c. Roll Call
  - d. Approval of Minutes
  - e. Correspondence
  - f. Reports
  - g. Public Comment
  - h. Unfinished Business
  - i. New Business
  - j. Committee Discussion Items
  - k. Committee and Staff Comments
  - l. Adjournment

**Addressing the Committee**

1. Any person desiring to address the Commission shall first seek recognition from the Chairperson and shall proceed to give his or her name and address. Public comment is limited to five minutes per person. If more presentation time is needed, the Commission will decide upon a time the topic can be added as an agenda item.

## **Minutes**

1. Approved minutes, with all corrections and additions made, shall be available to the public on the Township Website no later than three (3) business days following approval.

## **Responsibilities of Committee Members**

1. Special projects may be determined by the Chairperson and/or Deputy Chairperson and Director of Parks & Recreation that require the organization of a project team. If needed, members will be appointed as Project Team Managers and Project Team Members.
2. Committee members may be asked to attend certain events held at the pool, or held elsewhere to promote the pool, throughout the year.
3. At the discretion of the Chairperson, Deputy Chairperson or Project Team Manager, we will reach out to additional pool members and/or volunteers to work on subcommittee projects or assist with events.