

Governor's Council on Alcoholism and Drug Abuse

Section: Bylaws

ADOPTION RESOLUTION

Date Adopted: March 20, 2012

Date Amended:

ADOPTION RESOLUTION

RESOLVED, that the bylaws and policies printed and codified in the comprehensive document entitled "Bylaws of the Governor's Council on Alcoholism and Drug Abuse" are hereby adopted and that all bylaws heretofore adopted by the Governor's Council on Alcoholism and Drug Abuse and inconsistent with the bylaws hereby adopted are hereby rescinded;

BE IT FURTHER RESOLVED, that in the event any part of, or section of the bylaws is judged to be inconsistent with law or inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Council, the remaining bylaws shall remain in full effect.

Adopted by the Governor's Council on Alcoholism and Drug Abuse at a public meeting held in Trenton, New Jersey on the 20th day of March 2012.

ARTICLE I - IDENTIFICATION

1. Name

The official name of the Council shall be the "Governor's Council on Alcoholism and Drug Abuse"

2. Purpose

The Council exists for the purpose of executing the statutory authority granted to it pursuant to N.J.S.A. 26:2BB et.seq.

3. Address

The address of the Council shall be:

P.O. Box 345, 135 West Hanover Street
Trenton, NJ 08625-0345

ARTICLE II - INTRODUCTION

1. Definitions

- a. The following terms used in these bylaws shall have the meanings set forth below unless the context requires a different meaning or a different definition is supplied:

"Council" means the Governor's Council on Alcoholism and Drug Abuse and its authorized number of voting members.

"Bylaw" means a rule of the Council for its own operation.

"Chairman" means the Chairman of this Council.

"Meeting" means a gathering that is attended by or open to all of the members of the Council, held with the intent on the part of the Council members present to discuss or act as a unit on the specific public business of the Council.

"Regulation" means a statement developed and promulgated by the Council that details the specific operations by which Council policy or a legal mandate is implemented.

"Executive Director" means the Chief Administrator of this Council.

2. Rules of Construction

The following rules of construction apply to these bylaws:

- a. Wherever possible, language shall be given its clear and ordinary interpretation.
- b. Language shall be construed to have a meaning that complies with law.
- c. Except as otherwise provided by the context, the auxiliary verbs “shall,” “will,” and “must” indicate a mandated action, and the auxiliary verb “may” indicates an action that is permitted but is not mandated.

3. Effectuation

Except as may otherwise be expressly provided, a bylaw will become effective on the date it is adopted and a revised bylaw will become effective on the date it is revised.

4. Severability

If any part of these bylaws made invalid by judicial decision or legislative or administrative enactment, all other parts shall remain in full effect unless and until they are amended or repealed by the Council or until regulations promulgated by the Council are amended.

5. Enactment

The official record of the adoption, issuance, amendment, or repeal of the bylaws of this Council shall be the minutes of meetings of the Council. Such alterations shall be duly entered in a master copy of the bylaws which shall be maintained at the Council's office and shall be the copy to which all others may be compared for accuracy.

ARTICLE III – AUTHORITY TO ADOPT BYLAWS

The Council shall exercise its authority by adopting bylaws for the organization.

1. Adoption, Amendment, and Repeal

- a. Bylaws and policies may be adopted, amended, and repealed at any monthly meeting of the Council, provided at least thirty days’ prior written notice of any proposed adoption, amendment, or repeal is given to the Council.
- b. The Council may at its organization meeting and by a majority vote of those present and voting readopt existing bylaws without prior notice.
- c. The Council may, under emergency circumstances, suspend the operation of a bylaw and adopt, amend, or repeal a bylaw without prior notice. The emergency adoption, amendment, or repeal of a bylaw shall terminate at the next meeting of the Council or at such earlier date as may be specified by the Council unless further acted upon by the Council.

- d. The adoption, amendment, repeal, or suspension of a bylaw shall be recorded in the minutes of the Council.

2. Promulgation and Distribution

A master copy of the bylaws shall be maintained. A copy of the bylaws shall be given to each Council member, the Executive Director, the Deputy Attorney General assigned to advise the Council and other individuals designated by the Executive Director. The master copy of the bylaws shall be considered a public record open to inspection in the Council office and retained by the Operations Manager of the Council.

3. Development of Bylaws

Bylaws will be developed and considered by the Council in accordance with the following procedure:

- a. A new or revised bylaw may be suggested to the Council by any Council member, the Executive Director, any staff member, or a member of the public.
- b. A suggestion for a new or revised bylaw shall be referred to the Executive Committee by the Chairman for study and formulation of a recommendation to the Council.
- c. If a recommendation for a new or revised bylaw or policy results from a referral for study, a written notice will be submitted to the Council by the Executive Committee at least thirty days prior to any monthly meeting of the Council.

ARTICLE IV - AUTHORITY AND POWERS

1. Authority

The Council has been constituted and is governed by Title 26 – Health and Vital Statistics, of the New Jersey Statutes. (26:2BB, et. seq.)

2. Powers

- a. For the purposes of complying with the provisions of Article V, Section IV, paragraph 1 of the New Jersey Constitution, the Council is allocated to the Department of the Treasury, but, notwithstanding the allocation, the office shall be independent of any supervision or control by the department or by any board or officer thereof.
- b. The Council is also authorized and empowered to:
 - 1. Review and coordinate all State departments' efforts in regard to the planning and provision of treatment, prevention, research, evaluation, and education services for, and public awareness of, alcoholism and drug abuse;

2. Prepare by July 1 of each year, the State government component of the Comprehensive Statewide Alcoholism and Drug Abuse Master Plan for the treatment, prevention, research, evaluation, education and public awareness of alcoholism and drug abuse in this State, which plan shall include an emphasis on prevention, community awareness, and family and youth services;
3. Review each County Annual Alliance Plan and the recommendations of the Division of Mental Health and Addiction Services in the Department of Human Services for awarding the Alliance grants and, by October 1 of each year, return the plan to the Local Advisory Committee on Alcoholism and Drug Abuse with the Council's proposed recommendations for awarding Alliance grants;
4. Submit to the Governor and the Legislature by December 1 of each year the Comprehensive Statewide Alcoholism and Drug Abuse Master Plan which shall include a spending plan for the Drug Enforcement and Demand Reduction Fund established pursuant to N.J.S.A. 35-15 and shall also include recommended appropriate allocations to State departments, local governments and local agencies and service providers of all State and federal funds for the treatment, prevention, research, evaluation, education and public awareness of alcoholism and drug abuse in accordance with the regular budget cycle, and shall incorporate and unify all State, county, local and private alcohol and drug abuse initiatives;
5. Distribute grants, upon the recommendation of the Executive Director of the Council, by August 1 of each year to counties and municipalities for alcohol and drug abuse programs established under the Alliance to Prevent Alcoholism and Drug Abuse;
6. Evaluate the existing funding mechanisms for alcoholism and drug abuse services and recommend to the Governor and the Legislature any changes which may improve the coordination of services to citizens in this State;
7. Encourage the development or expansion of employee assistance programs for employees in both government and the private sector;
8. Evaluate the need for, and feasibility of, including other addictions, such as smoking and gambling, within the scope and responsibility of the Council;
9. Collect from any State, county, local governmental entity or any other appropriate source data, reports, statistics or other materials which are necessary to carry out the council's functions;
10. Adopt rules and regulations for participation in, and the operation of, the Alliance to Prevent Alcoholism and Drug Abuse, and for the awarding of grants to municipalities and counties from funds appropriated for such purposes pursuant to P.L.1989, c.51 (C.26:2BB-1 et al.), section 5 of P.L.1993, c.216 (C.54:43-1.3) and funds derived from the "Drug Enforcement and Demand

Reduction Fund" established pursuant to N.J.S.2C:35-15, for the purpose of developing:

- a. Organized and coordinated efforts involving schools, law enforcement, business groups and other community organizations for the purpose of reducing alcoholism and drug abuse;
 - b. In cooperation with local school districts, comprehensive and effective alcoholism and drug abuse education programs in grades kindergarten through 12;
 - c. In cooperation with local school districts, procedures for the intervention, treatment and discipline of students abusing alcohol or drugs;
 - d. Comprehensive alcoholism and drug abuse education, support and outreach efforts for parents in the community; and
 - e. Comprehensive alcoholism and drug abuse community awareness programs.
11. Adopt additional rules and regulations as may be necessary to carry out the statutory authority of the Council.
- c. The Council shall not make any motion or pursue any official action in contradiction to the bylaws herein set forth, until and unless the particular bylaws relating to such motion or action have been reviewed and revised in accordance with these bylaws.
 - d. The Council functions only when in session. A Council member may not exercise individual authority in Council matters and cannot legally bind the Council.

ARTICLE V - COUNCIL MEMBERSHIP AND TERM

The Council shall consist of 12 ex officio members and 14 public members as follows:

1. The ex officio members of the Council shall be: the Attorney General, the Commissioners of the Departments of Labor and Workforce Development, Education, Human Services, Health and Senior Services, Children and Families, Community Affairs, Personnel and Corrections, the chair of the executive board of the New Jersey Presidents' Council, the Administrative Director of the Administrative Office of the Courts and the Adjutant General.
2. An ex officio member may designate an officer or employee of the department or office which he heads to serve as his alternate and exercise his functions and duties as a member of the Council. An official letter from each ex officio member must be filed annually with the Council in time for the annual meeting of the Council held in January of each year. The official letter shall notify the Council of the Department's designee otherwise upon which the designee shall be counted for the purposes of a quorum and

shall have the authority to vote. If an ex officio member sends a representative other than the designee to a meeting, that person must produce an official letter from the ex officio member that the representative has the authority to represent the ex officio member upon which the representative shall be counted for the purposes of a quorum and shall have the authority to vote.

3. The 14 public members shall be residents of the State who are selected for their knowledge, competence, experience or interest in connection with alcoholism or drug abuse. They shall be appointed as follows: two shall be appointed by the President of the Senate, two shall be appointed by the Speaker of the General Assembly and 10 shall be appointed by the Governor, with the advice and consent of the Senate. At least two of the public members appointed by the Governor shall be rehabilitated alcoholics and at least two of the public members appointed by the Governor shall be rehabilitated drug abusers. Public members may not designate an alternate.
4. The term of office of each public member shall be three years; except that of the first members appointed, four shall be appointed for a term of one year, five shall be appointed for a term of two years and five shall be appointed for a term of three years. Each member shall serve until his successor has been appointed and qualified, and vacancies shall be filled in the same manner as the original appointments for the remainder of the unexpired term. A public member is eligible for reappointment to the Council.
5. The public members of the Council shall receive no compensation for their services, but shall be reimbursed for their expenses incurred in the discharge of their duties within the limits of funds appropriated or otherwise made available for this purpose.

ARTICLE VI - COUNCIL CHAIRMAN AND VICE CHAIRMAN

1. Chairman

- a. The Chairman of the Council shall be appointed by the Governor from among the public members of the Council and shall serve at the pleasure of the Governor during the Governor's term of office and until the appointment and qualification of the Chairman's successor.
- b. The Chairman shall:
 1. Perform all duties incident to the office of Chairman and any other duties that may be required by these bylaws.
 2. Preside at all meetings of the Council and all meetings of the Executive Committee.
 3. Appoint committee and subcommittee chairpersons from among the members of the Council as well as committee and subcommittee members according to section 005 of these bylaws.

4. Serve as committee member ex officio on Council committees.
5. Be the request officer for the Council within the meaning of such term as defined in N.J.S.A. 52:27B-15.

2. Vice Chairman

- a. The members of the Council shall annually elect a Vice-Chairman from among the members of the Council at the annual meeting held each January.
- b. The Vice Chairman shall:
 1. Assume and discharge the duties of the Chairman in the Chairman's absence, disability, or disqualification.
 2. Undertake other duties and responsibilities assigned to him/her by the Chairman.

ARTICLE VII - COUNCIL COMMITTEES AND SUBCOMMITTEES

1. In order to make efficient use of the time, effort and expertise of all Council members, the Council authorizes the creation of standing committees of the Council charged to conduct studies, make recommendations to the Executive Committee, and act in an advisory capacity. The Council also authorizes the creation of subcommittees to assist standing committees in carrying out their duties. Standing committees and subcommittees are not authorized to take action on behalf of the Council.
2. Within sixty (60) days after the annual meeting, the Chairman shall appoint a chairman to each of the standing committees and subcommittees who shall be members of the Council. The Chairman shall solicit from each Council member his or her preference for serving on each standing committee or subcommittee.
3. Members of the public may serve on the Prevention and Public Awareness Committee and Policy and Planning subcommittees. The Chairman shall solicit from each standing committee chairman the names of members of the public to serve on the Prevention and Public Awareness Committee and Policy and Planning subcommittees.
4. Members of the public shall be appointed by the Chairman as soon after the formation of the committees and subcommittees as possible. They will be appointed for their knowledge, experience, expertise and/or interest in alcoholism and drug abuse prevention, treatment, and recovery. The chairmen of the standing committees shall make oral and/or written monthly reports for the purpose of keeping the Council properly informed.
5. Standing committees and subcommittees shall meet at the convenience of the members and as the need arises. Standing committee and subcommittee meetings shall not be open to the general public, except that a majority of the committee members or the chairman of the standing committee or subcommittee may open the meeting to the public or invite individuals whose knowledge or expertise may be useful to the standing committee or subcommittee.

6. Council members may not attend the meetings of any committee or subcommittee to which they have not been appointed by the Chairman except at the invitation of the committee or subcommittee chairman. This provision is necessary to prevent a quorum of Council members from attending an unadvertised meeting which would be a violation of the Open Public Meetings Act.

7. The Chairman shall appoint Council members and members of the public to serve one-year terms, where appropriate, on the following Council standing committees and subcommittees:

a. Standing Committee - Executive

1. The Executive Committee shall include the following Council members:

- Council Chairman
- Council Vice Chairman
- Policy and Planning Committee Chairman
- Prevention and Public Awareness Committee Chairman
- One public member of the Council appointed by the Chairman
- Executive Director (non-voting)

2. The Executive Committee shall:

- a. Develop the Council's strategic vision, mission and goals and make recommendations to the Council in this regard.
- b. Review, coordinate and consider the work and recommendations of the Council's standing committees.
- c. Serve as the central planning group for the Council in order to ensure the work of the Council, Council standing committees and subcommittees, and Council staff stays consistent the Council's strategic vision, mission and goals.
- d. Advise the Executive Director on Council operations and work collaboratively to ensure efficient, effective and mission-driven operations.
- e. Review Council bylaws and recommend updates to bylaws annually.
- f. Record activities of Executive Committee meetings for use in reports to Council.

b. Standing Committee - Policy and Planning

1. The membership of the Policy and Planning Committee shall include:

- Policy and Planning Committee Chairman who shall be a public member of the Council
- Prevention and Public Awareness Committee Chairman
- Mental Health and Co-Occurring Disorders Subcommittee Chairman
- Military and Veterans Subcommittee Chairman
- Treatment and Recovery Subcommittee Chairman
- One public member of the Council appointed by the Chairman
- One ex officio member of the Council appointed by the Chairman

2. The Policy and Planning Committee shall:

- a. Review and advise the Council regarding the development of the Comprehensive Statewide Alcoholism and Drug Abuse Master Plan (Plan) and the State government component of the Plan, collecting all data, reports, research and other information necessary to meet this responsibility.
- b. Coordinate all subcommittee planning activities and meaningfully engage ex officio members in Committee planning activities in order to ensure an overall effective planning effort and effective development of the Plan.
- c. Review and evaluate legislation relevant to the Council's statutory authority and pertaining to alcoholism and drug abuse. Make recommendations to the Executive Committee in support of/ opposition to legislation that has been deemed of critical importance and related to the Council's statutory authority.
- d. Record activities of Policy and Planning Committee meetings for use in reports to Council.
- e. Oversee the following subcommittees and their activities:

c. Policy and Planning Subcommittee - Criminal Justice

The Criminal Justice Subcommittee shall:

- 1. Review and advise the Council regarding criminal justice services and planning activities in New Jersey as they relate to alcoholism and drug abuse and facilitate their inclusion into the planning activities of the Policy and Planning Committee.
- 2. Coordinate and collaborate with state, county and federal agencies, criminal justice organizations to identify gaps and best-practices in criminal justice services as they relate to alcoholism and drug abuse treatment. Make recommendations to the Policy and Planning Committee to fill these gaps and regarding these best-practices.

3. Identify and develop new, outcome-based criminal justice initiatives as well as evaluation criteria as they relate to alcoholism and drug abuse and make recommendations to the Policy and Planning Committee regarding these initiatives and criteria.
4. Record activities of Criminal Justice subcommittee meetings for use in reports to the Policy and Planning Committee.

d. Policy and Planning Subcommittee - Mental Health and Co-Occurring Disorders

The Mental Health and Co-Occurring Disorders Subcommittee shall:

1. Review and advise the Council regarding mental health and co-occurring disorder prevention, treatment, recovery as well as other initiatives for individuals with mental illness and their families and facilitate their inclusion into the planning activities of the Policy and Planning Committee.
2. Coordinate and collaborate with state, county and federal agencies, mental health and addiction organizations to identify gaps and best-practices in mental health and co-occurring disorder services. Make recommendations to the Policy and Planning Committee to fill these gaps and regarding these best-practices.
3. Record activities of Mental Health and Co-Occurring Disorders subcommittee meetings for use in reports to the Policy and Planning Committee.

e. Policy and Planning Subcommittee - Military and Veterans

The Military and Veterans Subcommittee shall:

1. Review and advise the Council regarding alcoholism and drug abuse prevention, treatment, recovery as well as other initiatives for active military, veterans and military families and facilitate their inclusion into the planning activities of the Policy and Planning Committee.
2. Coordinate and collaborate with state, county and federal agencies, and veterans organizations to identify gaps and best-practices in alcoholism and drug abuse services for active military, veterans and military families. Make recommendations to the Policy and Planning Committee to fill these gaps and regarding these best-practices.
3. Provide information to active military, veterans, military families and veteran service organizations on available programs and resources.
4. Record activities of Military and Veterans subcommittee meetings for use in reports to the Policy and Planning Committee.

f. Policy and Planning Subcommittee - Treatment and Recovery

The Treatment and Recovery Subcommittee shall:

1. Review and advise the Council regarding treatment and recovery services and planning activities in New Jersey and facilitate their inclusion into the planning activities of the Policy and Planning Committee.
2. Coordinate and collaborate with state, county and federal agencies, treatment and recovery organizations to identify gaps and best-practices in alcoholism and drug abuse treatment and recovery services. Make recommendations to the Policy and Planning Committee to fill these gaps and regarding these best-practices.
3. Identify and develop new, outcome-based treatment and recovery initiatives as well as evaluation criteria and make recommendations to the Policy and Planning Committee regarding these initiatives and criteria.
4. Record activities of Treatment and Recovery subcommittee meetings for use in reports to the Policy and Planning Committee.

g. Standing Committee - Prevention and Public Awareness

1. The membership of the Prevention and Public Awareness Committee shall include:
 - Prevention and Public Awareness Committee Chairman who shall be a public member of the Council
 - Four additional members of the Council
 - Four representatives from municipal alliances who shall reflect the geographic, socio-economic, cultural and ethnic diversity of the Alliances
 - A representative of the County Alcohol and Drug Abuse Directors Association
 - A representative of the County Alliance Coordinators Association
 - A representative of the Student Assistance Professionals Association
 - A representative of the New Jersey Prevention Network or a member agency of the Network
 - A representative of the NCADD-New Jersey
 - A representative of the Partnership for a Drug-Free New Jersey
2. The Prevention and Public Awareness Committee shall:
 - a. Review and advise the Council regarding prevention and public awareness services and planning activities in New Jersey and facilitate their inclusion into the planning activities of the Policy and Planning Committee.

- b. Coordinate and collaborate with state, county and federal agencies, prevention and public awareness organizations to identify gaps and best-practices in alcoholism and drug abuse prevention and public awareness services. Make recommendations to the Policy and Planning Committee to fill these gaps and regarding these best-practices.
- c. Identify and develop new, outcome-based prevention and public awareness initiatives as well as evaluation criteria and make recommendations to the Policy and Planning Committee regarding these initiatives and criteria.
- d. Review and advise the Council regarding the development of the Comprehensive Statewide Alcoholism and Drug Abuse Master Plan (Plan) and the State government component of the Plan, in coordination with the Policy and Planning Committee, collecting all data, reports, research and other information necessary to meet this responsibility.
- e. Review and advise the Council regarding the development of rules, regulations and Council administrative procedures for participation in, and the operation of, the Alliance to Prevent Alcoholism and Drug Abuse, and for the awarding of grants to municipalities and counties.
- f. Review and advise the Council regarding the development of public awareness and education materials related to alcoholism and drug abuse in order to bring greater public awareness to this public health concern and to reduce the stigma associated with it.
- g. Review and advise the Council regarding development of public awareness and education materials related to Council and Alliance activities, goals, and accomplishments and develop collaborative relationships with stakeholder groups and other interested parties.
- h. Assist with planning and implementation of the Council's Annual Summit.
- i. Establish request for application (RFA), Annual Summit and other working groups as needed to assist the Prevention and Public Awareness Committee in carrying out its duties.
- j. Record activities of Prevention and Public Awareness Committee meetings for use in reports to the Council.

h. Advisory and Ad Hoc Committees

- 1. The Council may establish any advisory committees it deems advisable and feasible pursuant to N.J.S.A. 26:2BB-2(e).

2. The Chairman may also create ad-hoc committees to accomplish specific tasks or to advise the Council on specific issues and shall be time limited. The chairman and members of any ad-hoc committee shall be appointed by the Chairman.

ARTICLE VI - COUNCIL MEETINGS

The Council shall meet on at least a monthly basis. Monthly meetings of the Council shall be held at such locations as the Chairman shall determine.

1. Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Council in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, or these bylaws.

2. Presiding Officer

The Chairman shall preside at all meetings of the Council. In the absence, disability, or disqualification of the Chairman, the Vice Chairman shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

3. Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

4. Agenda

a. The Executive Director shall prepare an agenda of items of business to come before the Council at each meeting. The agenda shall be delivered to each Council member no later than seventy-two hours before the meeting and shall include such reports and supplementary materials as are appropriate and available.

b. The order of business shall be as follows, unless altered by the presiding officer or a majority of those present and voting:

1. Monthly Council Meetings

- Call to Order
- Read Meeting Notice
- Flag Salute
- Roll Call
- Presentations
- Committee Reports
- Business of Council (Resolutions)
- Hearing of the Public on Any Council Related Matter

- Other Council Business
- Announcements
- Adjournment

2. Special Meetings

- a. Special meetings may be called by the Chairman or whenever there shall be presented to him/her a petition signed by a majority of the whole number of members of the Council. Five days written notice of the special meeting shall be given to Council members. The Chairman shall give, with the notice of each special meeting, the reason and purpose of the meeting, matters to be discussed and the time and place of the meeting. Council business at special meetings shall not exceed matters given in the notice.
- b. The order of business for special meetings, other than budget and expulsion hearings, shall be as follows unless altered by a majority of those present and voting:
 - Call to Order
 - Reading Meeting Notice
 - Flag Salute
 - Roll Call
 - Transaction of Business for Which Meeting is Called
 - Hearing of the Public on Any Council Related Matter
 - Adjournment

5. **Annual meeting**

The annual meeting of the Council shall be the monthly meeting in January of each year. The Council shall establish a schedule of monthly meetings for the upcoming year and conduct other reorganization business as may be required.

6. **Quorum and Voting**

- a. Fourteen (14) members of the Council shall constitute a quorum. A vacancy in the membership shall not impair the rights of a quorum to exercise all the powers and perform all the duties of the Council.
- b. Action on motions and resolutions of the Council shall be taken by roll call vote. Roll call votes along with the names of Council members for, against, or abstaining on a motion or resolution shall be entered into the minutes of the meeting. Abstentions shall not be counted as votes but shall be recorded; a member who abstains from voting is deemed to acquiesce in the outcome of the vote. Proxy voting shall not be permitted.
- c. All motions or resolutions shall require for adoption the majority vote of Council members present and voting.

7. Recording of Meetings

The Council directs the creation and maintenance of an official record of the formal proceedings of the Council and will permit the unofficial recording of Council meetings in accordance with this bylaw.

8. Minutes

- a. The Council shall keep reasonably comprehensive minutes of all its meetings showing the time and place, the members present, the subjects considered, the actions taken, the vote of each member, information sufficient to explain the actions taken, and any other information required to be shown in the minutes by law.
- b. Minutes of public meetings shall be public records and filed in the Council's office as the permanent record of the acts of this Council. Each Council member shall be provided with a copy of the minutes no later than two days before the next regular Council meeting.
- c. The Council shall make an audio tape recording of regular monthly meetings as an administrative aid in the preparation of minutes. The recording shall be retained for forty-five days after which time they may be erased. All such recordings will be erased or destroyed in compliance with laws and the rules of the New Jersey Department of State, Division of Archives and Record Management for the destruction of public records.