

**ORDINANCE**

**TOWNSHIP OF FRANKLIN  
ORDINANCE AMENDING CHAPTER 85 - MUNICIPAL ALLIANCE COMMISSION**

**O-15 -16**

**WHEREAS**, the Township Committee of the Township of Franklin seeks to amend the Township Code, specifically Chapter 85, Municipal Alliance Commission, in order to further establish the members to be appointed thereto, the positions of those who would hold membership on the Commission, the general purpose and intent of the Commission, and other provisions.

**WHEREAS**, New Jersey statutes provide that the governing body of each municipality may appoint a Municipal Alliance Committee or Commission which may include employees of the Township, certain appointed officials, community leaders as well as private citizens of the Township; and

**WHEREAS**, the purpose of the Municipal Alliance Commission is to identify alcoholism and drug prevention, education and community needs, and to implement alliance programs formulated pursuant to the authorizing statute, N.J.S.A. 26:2BB-8; and

**WHEREAS**, the Township can apply for and receive funding for Municipal Alliance Programs, which may be matched by the Governing Body; and

**WHEREAS**, the Township Committee, after consideration and deliberation regarding the establishment of such a commission, believes that it is in the best interests of the Townships and its residents, considering the challenges facing youth and adults battling drug and alcohol addiction to establish such a commission; and

**WHEREAS**, the Township of Franklin adopted an Ordinance, O-2-2011, establishing a Municipal Alliance Commission, but did not delineate requirements concerning membership, operation and procedures, meetings, and election of officers and duties.

**NOW THEREFORE, BE IT ORDAINED**, by the Township Committee of the Township of Franklin, County of Gloucester, State of New Jersey, that Chapter 85 of the Code of the Township of Franklin entitled Municipal Alliance Commission, is hereby amended to read as follows:

**§85-1 Establishment.**

The Township of Franklin Municipal Alliance Commission is hereby established pursuant to N.J.S.A. 26:2BB-1, et seq.

**§85-2 Purpose and Mission.**

- A. The purpose of the Township of Franklin Municipal Alliance Commission shall include the identification of drug addiction and alcoholism, and drug prevention and education for the community.
- B. The mission shall be to implement the Alliance Program formulated pursuant to Section 8 of P.L. 1989, C51 (c.26:2BB8). This shall be accomplished through government and private funds.

**§85-23 Memberships.**

~~That the membership, in terms of membership of said Committee, be hereafter established.~~

- A. Members. The membership of the Commission shall be duly appointed by the Mayor and Township Committee of the Township of Franklin as follows:
  - 1. There shall be thirteen (13) members of the Commission, which shall be appointed by the Township Committee.

2. All members must be residents of, or employed by, the Township.
3. Two (2) members will be liaisons from the Township Committee, and the remaining eleven (11) members will be appointed in accordance with the Municipal Alliance Commission Bylaws.
4. The two (2) members of the Commission that are liaisons from the Township Committee will not be voting members.

B. Associate Members. The Commission may elect Associate Members consisting of adults and/or students in accordance with the Alliance Committee Bylaws.

#### **§85-4 Terms of Members**

- A. Voting members shall be appointed for three-year staggered terms.
- B. For the first Commission, three (3) members will be appointed for one (1) year; four (4) members will be appointed for two (2) years; and four (4) members will be appointed for three (3) years.
- C. Nonvoting members shall be appointed for one-year terms.

#### **§85-5 Attendance**

- A. All members must attend at least 70% of all meetings to remain members of the Commission.
- B. Members may be excused from events due to illness of member or member's immediate family, or job requirement.
- C. Members shall call the Chairperson or Secretary and advise of absence prior to the time of the meeting.
- D. Associate members failing to meet the required attendance as delineated by the Alliance Committee Bylaws may be removed in accordance with the Bylaws.
- E. Attendance records will be maintained by the Alliance Secretary, in accordance with the Bylaws.

#### **§85-6 Operation and Procedures**

- A. Rules of Order: The rules of parliamentary procedure as established in "Robert's Rules of Order" shall govern the Commission, when not covered in the Bylaws.
- B. Majority: A majority is defined as more than half of the voting members present at a meeting of the Commission. As long as a quorum is present.
- C. Quorum: A quorum is defined as half of the members in good standing (Two of which need to be officers). A quorum shall be present to constitute any official transaction of business.
- D. Amendments to the Bylaws: Amendments/changes/repeals of these Bylaws may be done by majority vote at any regular meeting provided that the proposed amendment/change/repeal was sent to every member and read out loud at a meeting the month before the vote is made as to allow all members to have their input.

#### **§85-7 Meetings**

- A. Regular: The regular meetings of the Municipal Alliance Commission shall be held monthly in accordance with the Bylaws.
- B. Reorganization Meeting: The Reorganization meeting of the Alliance Commission shall be held in accordance with the Bylaws.
- C. Special Meetings: Special Meetings shall be called to order of the Chairperson, or at the request of a majority of the Commission members. Advance notice, specifying the time, place and purpose of such meeting, must be extended to each Commission member. Members must have at least 5 day notice. Special meetings must be designated as open to the public at all times, unless a "closed session" is held in the manner prescribed by statute for such a session.

- D. Adjourned Meeting: A legal meeting of the Commission may be adjourned to a specific time and place. All members shall be notified 48 hours in advance of the time, place, and business of the Adjourned Meeting.
- E. Closed Sessions: The Commission may hold 'closed session, by an affirmative vote by majority of its members present, when deemed necessary to freely discuss matters pertaining to personnel, contractual items, or matters that may concern future litigation. No official Commission action may take place during a closed session.

#### **§85-8 Election of Officers**

- A. The Commission shall have the following officers: Chairperson, Vice-Chairperson, Treasurer, Secretary, and Parliamentarian (appointed by Chairperson).
- B. Officers will be nominated and elected from the body, except as provided above in subsection A
- C. All voting members meeting the attendance requirements are eligible to hold any office.
- D. Nominations and Elections shall be done at the Commission's Reorganization Meeting or as needed due to the vacancy of the office.
- E. The current Chairperson shall oversee nominations and election officers. Nominations and elections will begin with the office of Chairperson. In the event that a new Chairperson is elected, the new Chairperson will assume the responsibilities of the meeting.
- F. If there is more than one nomination for a position, the vote shall be held through secret ballot and tallied by the current Secretary. In the event that there is only one nominee for a position, the election will be by majority vote of the members.

#### **§85-9 Duties of Officers**

- A. Chairperson
  - 1. The Chairperson of the Commission shall conduct meetings and act as the spokesperson for the Commission.
  - 2. S/he shall be responsible for seeing that all meeting agendas are prepared and for appointing all committees.
  - 3. The Chairperson shall be an ex-officio member of all committees.
  - 4. S/he will collect all mail and distribution from the Clerk's Office at least twice a week and ensure that it gets to the proper person in a timely fashion.
  - 5. With the consent of the Commission, the Chairperson shall act as the Commission's spokesperson for all official communications to professional counsel, such as attorneys or to elected officials on all levels.
- B. Vice-Chairperson
  - 1. The Vice-Chairperson shall act as the Chairperson in the absence of said person with all rights and duties as set forth.
  - 2. The Vice-Chairperson shall oversee all projects and programs as carried out by the Alliance.
  - 3. The Vice-Chairperson shall maintain a detailed overview of all programs sponsored by the Commission.
- C. Secretary
  - 1. The Secretary of the Commission shall be responsible for recording all minutes of any official meeting and for insuring that all members and the Township Clerk get a copy of said minutes within 10 days of the meeting.
  - 2. The Secretary shall be keeper of the roster of all members and shall prepare formal membership attendance reports for submission to the Clerk's Office as directed by Township Ordinance.

3. The Secretary shall notify members of upcoming meetings and ensure that regular meetings and meeting changes are advertised 'in the local and county newspapers.
4. The Secretary shall also be responsible for all outgoing correspondence.
5. In the event that no person holds the Secretary position, the Chairperson will appoint one (pro tem) for each meeting in order to maintain accurate attendance and meeting minutes. Any additional Secretary responsibilities will be distributed equally among the remaining officers.

D. Treasurer

1. The Treasurer shall ensure that all requests for payment or disbursement of funds by the Commission are approved and inputted into the system in a timely fashion. S/he shall also ensure that the monies are available to support said request.
2. The Treasurer will provide a report of funds available and spent at each regular meeting of the Commission.
3. The Treasurer shall also be a member of the Budget Committee.
4. In the event that no person holds the Treasurer position, the Chairperson shall act as Treasurer with the Vice-Chairperson providing second signature on all purchase orders.

E. Parliamentarian

1. The Parliamentarian will assist the Chairperson when questions of procedure arise.
2. The Parliamentarian shall advise the Commission on parliamentary procedure and shall give opinions thereon when requested by the Chairperson or any member of the Commission.
3. If a Parliamentarian is not appointed, the Chairperson will appoint one (pro tem) for each meeting to assist the Chairperson in conducting an orderly meeting.

**BE IT FURTHER ORDAINED**, that if any section, sentence, clause, provision or portion of this Ordinance shall be held to be invalid or unconstitutional by any Court of the competent jurisdiction, such holding shall not effect or impair any other section, sentence, clause, provision or portion of this Ordinance.

**BE IT FURTHER ORDAINED** that this Ordinance shall take effect immediately upon its final passage, adoption and publication provided by law.

The foregoing ordinance was introduced on first reading at a meeting of the Township Committee of the Township of Franklin, County of Gloucester, State of New Jersey, held on, October 19, 2016 and will be read and considered for final passage at a meeting to be held by the Franklin Township Committee at the Municipal Building, 1571 Delsea Drive, Franklinville, New Jersey 08322 at 7:00 p.m. on November 2, 2016 at which time and place any and all interested persons will be given an opportunity to be heard.

Attest:

Township of Franklin

\_\_\_\_\_  
Barbara Freijomil, Clerk

\_\_\_\_\_  
Sheryl Neely, Mayor

Introduced October 19, 2016:

Name	Yes	No	Abstain	Absent
Mr. Gonzalez				
Mrs. Flaim				
Ms. Vassallo				
Mr. Krevetski				
Mayor Neely				

Introduced November 2, 2016:

Name	Yes	No	Abstain	Absent
Mr. Gonzalez				
Mrs. Flaim				
Ms. Vassallo				
Mr. Krevetski				
Mayor Neely				