

**RESOLUTION**  
MAYOR AND COUNCIL OF THE  
BOROUGH OF WESTWOOD

TITLE: Remote Meeting Public Comment Policy

RESOLUTION #20-*209*

BE IT RESOLVED that the Mayor and Council, accordance with Local Finance Notice 2020-21 and N.J.A.C 5:39-1 et seq., hereby adopts the following procedure governing the public comment process during a remote meeting, which process shall supplement the Mayor and Council By-Laws:

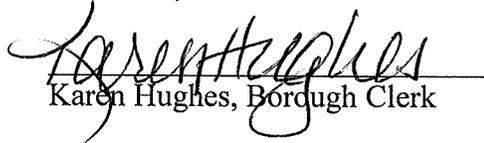
1. The Mayor and Council of the Borough of Westwood shall hold remote public meetings via an electronic communication platform, such as Zoom, that includes a telephonic-only attendance option. Meeting access information shall be advertised on the Borough website public meeting calendar, viewable from the home page at [www.westwoodnj.gov](http://www.westwoodnj.gov).
2. The public shall be muted during the meeting, except as outlined below during the Public Forum portion(s) of the meeting, in order to limit disruptions and background noise.
3. Public comments may be submitted by 5:00 P.M. on the date of the meeting either through written letter or email to [khughes@westwoodnj.gov](mailto:khughes@westwoodnj.gov). All written comments shall be read during the Public Forum portion of the meeting and shall be subject to the same time limitations for public speaking as outlined in the Mayor and Council ByLaws. Duplicative comments shall be noted for the record and summarized.
4. Public comments may be made during the Public Forum portion(s) of the meeting as follows:
  - a) Once the Mayor and Council have opened the floor to the public, the Borough Administrator or Borough Clerk, as meeting host, shall advise the public attending by video to either utilize the 'raise hand' feature of the software program or physically waive their hand to indicate a desire to be heard. The meeting host shall chose a speaker by unmuting them and advising they have the privilege of the floor.
  - b) The speaker shall state his/her name and address for the record. All comments shall be addressed to the Mayor/Chair of the meeting. Speakers are urged to be concise, and speak clearly. This is a public comment period so questions, unless the answer is simple and straightforward, will be referred to the Borough Administrator for follow up over the course of the next few days. Speakers should be prepared to provide contact information in that case.
  - c) Once every video attendee has had the opportunity to speak if he/she so chooses, the meeting host will announce that he/she is unmuting everyone attending telephonically. Anyone wishing to speak must unmute him/herself and vocally indicate the desire to speak by clearly announcing his/her name. The meeting host shall identify by name which person has the floor.

At that point that person should restate his/her name and address for the record, then proceed with any comments.

d) If a member of the public becomes disruptive during a Public Forum, the meeting host shall mute the disruptive person and warn that continued disruption may result in their being prevented from speaking or removed from the remote public meeting. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption, and use of profanity.

e) A member of the public who continues to act in a disruptive manner after receive an initial warning may be muted while other members of the public are allowed to proceed with their public comments. If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to speak. Should that person remain disruptive, the individual may be muted or removed from the remote public meeting.

Certified to be a true copy of a  
Resolution adopted at the meeting  
of the Mayor and Council on  
October 6, 2020

  
Karen Hughes, Borough Clerk

NAME	MOVED	SECOND	AYES	NAYS	ABSENT	ABSTAIN
Bicocchi	✓		✓			
Collins			✓			
Dell			✓			
Hodges			✓			
Murphy		✓	✓			
Montana			✓			