

**THE MAYOR AND COMMITTEE OF THE TOWNSHIP OF SANDYSTON
CONDUCT THEIR MEETINGS ACCORDING TO THE REQUIREMENTS OF
THE OPEN PUBLIC MEETINGS ACT OF THE STATE OF NEW JERSEY**

**Unless otherwise decided by the governing body, Roberts Rules of Order
shall be enforced. Please follow these Rules of Protocol:**

**Do Not Speak Unless The Mayor Has Recognized You And
Invited You To Speak.** Thank you for your cooperation in maintaining order
and decorum at this public meeting.

When You Speak, Address Your Comments To The Mayor.
If you have a question, the Mayor will have the appropriate person provide a response.

**Do Not Engage In Discussion With Other Members Of The
Audience While The Meeting Is Being Held.** Remember: this is a
public meeting. If you wish to conduct a private discussion, please go outside. Please do
not interfere with your neighbors' efforts to hear what is being said at the meeting.

Limit your comments to no more than five minutes.
We want to hear your views. But we want to hear your neighbors' views, also. If you
have a presentation that will last more than 5 minutes, please request the Mayor's
permission to exceed the time limit when you begin, and estimate the time frame.

Avoid Repetition. If one of your neighbors has already stated the information or
opinion that you wanted to present, please let us know that you agree with that
information and opinion, but please do not repeat the presentation.

The Validity of Your Position Does Not Increase With Volume.
We share your passion. We welcome your input. But we require civil interaction.

**These rules have been established so that the best interests of our community may
be discussed in a meaningful and mature environment. Your understanding and
compliance is greatly appreciated. Thank you!**

*The Mayor and Committee of the Township of Sandyston
Adopted May 14, 2013*

GUIDELINES: VIDEO RECORDING OF PUBLIC MEETINGS

Any member of the public may video record any public meeting of the Mayor and Township Committee of
the Township of Sandyston by complying with the following guidelines:

1. The video recording of any public meeting shall be done in an unobtrusive manner with video
recording equipment that does not require use of special lighting beyond the normal room lighting
provided in the meeting room.
2. Any member of the public videotaping any Committee meeting or part thereof shall supply battery
operated power for their video recording device. The use of the Township's electrical system shall
not be provided.
3. The video recording of the Committee meeting shall not utilize any special microphones or
amplification devices beyond those devices built into the video recording devices.
4. Only hand held or tripod mounted video recording devices may be utilized.
5. Unless otherwise agreed upon by the governing body, any person wishing to videotape the
Committee meeting or any part thereof shall position themselves in the left rear corner of the
meeting room facing the dais. The equipment shall be set up so as not to block any other person's
view of the proceedings.
6. A member of the public, video recording the public meeting, is still a member of the public and
may not speak to or interrupt any member of the Governing Body, or any member of the public
recognized by the Mayor to speak during the public portion of the meeting to request that the
person face the camera, speak up or take any other action to facilitate the video recording of the
meeting.