

TOWNSHIP CLERK'S OFFICE
CHERRY HILL, NEW JERSEY

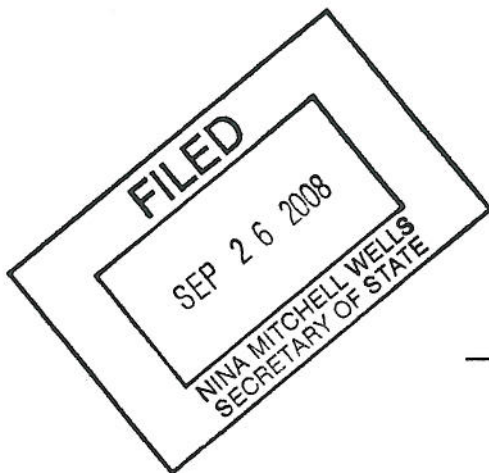
I, Nancy L. Saffos, Municipal Clerk, of the Township of Cherry Hill, in the County of Camden, State of New Jersey, do hereby certify that the attached is a true copy of

ORDINANCE 2008-13

Passed by the Township Council of the Township of Cherry Hill, New Jersey the 8TH day of SEPTEMBER 2008 as taken from and compared with the original now on file in my office.

In Testimony Whereof, I have hereunto set my hand and seal of the Township of Cherry Hill, at Cherry Hill, New Jersey this

22ND DAY OF SEPTEMBER 2008



Nancy L. Saffos, RMC
Municipal Clerk
Cherry Hill Township

**ORDINANCE PROVIDING FOR AN OPEN APPLICATION LAW & PUBLIC DIRECTORY
OF APPOINTED VOLUNTEER MUNICIPAL POSITIONS**

BE IT ORDAINED by the Township Council of the Township of Cherry Hill, in the County of Camden, New Jersey, as follows:

Section 1-1.1: Intent and Purpose

The purpose of this Ordinance is to foster the openness of government and provide citizens with information concerning the various Appointed Volunteer Municipal Positions which exist within Cherry Hill Township. The Ordinance further provides for a procedure whereby a citizen can indicate his/her desire to serve in a particular approved position. Finally, the Ordinance provides for a notification process so that those citizens who have indicated a desire to hold a position will be notified when that position is under consideration for appointment and will ultimately be notified as to the action that was taken.

Section 1-1.2: Definitions

The following terms as used in this Ordinance shall have the meaning set forth below unless the context within which the term is used clearly provides for a different meaning:

- a. Appointing Authority – The official or body which by virtue of statutory law or by Ordinance or Resolution is given the authority to appoint a person to hold a particular Appointed Volunteer Municipal Position.
- b. Appointed Municipal Position – Any appointed volunteer position within the municipal government, which is created either by statutory law or by Ordinance or Resolution. Examples of such positions are Municipal Historian, member of any board, commission, agency, council or committee of the municipality.
- c. Notification – As used in this Ordinance, notification shall be constituted by any of the following means; telephone and or oral communication, email, posting on Township website, posting by the Municipal Clerk on a bulletin board maintained for public announcements in the municipal building; or U.S. mail.

Section 1-1.3: Registry of Appointed Municipal Positions

The Municipal Administrator/Clerk shall cause a register of Appointed Volunteer Municipal Positions to be prepared and maintained. Such register shall be made available on the Township's website and at the Municipal Hall and shall set forth at least the following:

- a. Title of each Appointed Volunteer Municipal Position
- b. Brief description of the positions' powers and duties
- c. Any special credentials or qualifications required to hold the position
- d. The length of term for the position
- e. The name of the person currently holding the position, the expiration date of his or her term, and the number of vacant seats on the board or commission
- f. The dates/times and frequency of any meetings which the holder of the position must attend
- g. The Appointing Authority for each board or commission, and who confirms each appointment

Section 1-1.4: Vacancies

The Municipal Administrator/Clerk shall maintain a current updated listing of all existing vacancies for each Appointed Volunteer Municipal Position within the municipality. Such list shall be made available free of charge at the Municipal Clerk's Office and shall, in addition, be posted by the Municipal Clerk on a bulletin board maintained for public announcements in the Municipal Building.

Section 1-1.5: Filling Vacancies

Unless essential for the proper functioning and/or carrying on of business of the local agency upon which the vacancy has occurred, a vacancy shall not be filled for a period of 30 days from its posting in order to allow interested persons time to submit applications as provided in Section 1-1.6 below. Any vacancy filled without notification in section 1-1.9 shall not be voided and or otherwise deemed invalid if the failure to notify an interested applicant was an administrative error or oversight.

Section 1-1.6: Applications

The following one-page form of application for appointment to municipal boards, commissions, and authorities shall be standard except that additional application filings may be required at the option of the municipality. Each Application for Public Service shall have an optional check box to be marked if the applicant wishes to keep Address of Residence, Phone Number, and Email Address confidential. The Standard form shall include space for the custodian to indicate with whom the application should be filed for each municipality.

Application for Public Service

I, _____, hereby apply to perform public service on the following boards or commissions:

- 1)
- 2)
- 3)

- a. Name
- b. Address of Residence
- c. Phone Number
- d. Email Address
- e. Education related to the boards or commissions of choice
- f. Volunteer or work related experience which could be of use to the boards or commissions of choice
- g. Previous meeting attendance at or volunteer work for the chosen boards or commissions

Section 1-1.7: Filing Applications

Any person interested in serving in an Appointed Volunteer Municipal Position may file an application for such position with the Municipal Clerk. Such application(s) may be filed at any time, whether or not the Appointed Municipal Position sought is vacant. A person may withdraw his or her application at any time.

Section 1-1.8: Maintaining Applications

The Municipal Clerk shall maintain all filed applications in a file or binder, segregated for each board or commission. Applications are public record, and shall be considered void after two years unless renewed by the applicant.

Section 1-1.9: Filling Voluntary Municipal Positions

Prior to filling any Appointed Volunteer Municipal Position, the appropriate Appointing Authority shall review each application filed for that position. Each person having submitted an application for an Appointed Municipal Position under consideration to be filled shall be notified of said vacancy. The Appointing Authority shall conduct such review, investigation and/or interviews as the Appointing Authority deems necessary of advisable, in its discretion. After a decision is reached to fill a vacant Appointed Volunteer Municipal Position, all those who had submitted an application for that position shall be notified of the appointing decision.

All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed.

Section 3: Severability and Effectiveness Clause

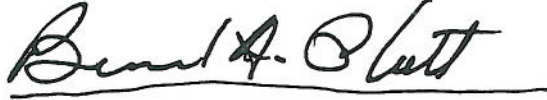
If any sentence, paragraph or section of this Ordinance, or the application thereof to any persons or circumstances shall be adjudged by a court of competent jurisdiction to be invalid, or if by legislative action any sentence, paragraph or section of this Ordinance shall lose its force and effect, such judgment or action shall not affect, impair or void the remainder of this Ordinance.

Section 4: Effective Date

This Ordinance shall become effective twenty (20) days following the earlier of (a) final adoption thereof by the Municipal Council of Cherry Hill Township or (b) the date on which the passage of this Ordinance as a public question is certified pursuant to N.J.S.A. 19:20-9 or other applicable law, and shall be published as required by law.

INTRODUCED: AUGUST 25, 2008

ADOPTED: SEPTEMBER 8, 2008



A handwritten signature in black ink, appearing to read "Bened A. Platt", written over a horizontal line.



A handwritten signature in black ink, appearing to read "Bened A. Platt", written over a horizontal line.

COUNCIL PRESIDENT

ATTEST:



A handwritten signature in black ink, appearing to read "Nancy L. Saffos", written over a horizontal line.

**NANCY L. SAFFOS, RMC
TOWNSHIP CLERK**