

POLICY

Procedure: Correspondence on Agendas

Deadline for receipt of correspondence for a work session (Committee of the Whole) agenda is 4 p.m. on the Thursday preceding the Tuesday work session meeting. For a list of Mayor and Council meetings for the year, go to www.tenaflynj.org and cursor over "Mayor and Council" on navigation bar and scroll down to the current year's meeting schedule.

Letters should be addressed: Mayor and Council
Borough of Tenafly
100 Riveredge Road
Tenafly, NJ 07670

and must include the sender's name and address. Items of correspondence sent anonymously are not distributed to the governing body.

Letters may be mailed to the Borough at the above address, dropped off at the Front Desk in Borough Hall, or emailed as a word attachment to the Borough Clerk (laportela@tenafly.net). Emails to individual governing body members will not be recognized as correspondence to the governing body as a whole, nor will they be listed on meeting agendas for discussion by the governing body. Only emails with letter attachments addressed to the Mayor and Council that are sent to the Borough Clerk will be included on a work session agenda.

Once correspondence is received by the Borough Clerk (whose statutory duty it is to prepare agendas), it is dated and stamped and scheduled on a work session agenda. It is distributed to the governing body members, Borough Administrator and Borough Attorney in their packets for that meeting.

Correspondence must be on a work session agenda to be considered by the governing. The agenda will not be amended to add correspondence that arrives after the meeting deadline, with the exception of letters from the State or County where deadlines are set for a timely response from the Council. Correspondence received after the meeting deadline will be listed on the agenda of the next scheduled work session (Committee of the Whole).

In most cases, Council meeting agendas will be posted on the Borough website at 4 p.m. on the Monday preceding the Tuesday meeting.

Exceptions: (1) In the case of Monday holidays when Borough Hall is closed, the meeting agenda will be posted at Noon on Tuesday.

(2) In the case of the occasional Thursday meeting of the governing body, the agenda will be posted at 4 p.m. on the Wednesday preceding the meeting.