

**B.H. RESOLUTION NO. 1-24**

**ADOPTING THE BY-LAWS OF THE BOARD OF HEALTH**

**BE IT RESOLVED** by the Board of Health of the Borough of Roselle Park, County of Union, State of New Jersey that the forgoing By-Laws of the Board of Health dated October 3, 2024 be hereby adopted:

**ROSELLE PARK BOARD OF HEALTH**

**BY-LAWS**

**ARTICLE I**  
**MEETINGS**

Section 1. All meetings of the Board of Health of the Borough of Roselle Park (hereinafter, the "Board"), shall be held in accordance with the provisions of P.L. 1975, Chapter 231 known as the New Jersey Open Public Meetings Act. Unless otherwise advertised, the Regular Meetings of the Board shall be held at the Council Chambers of Roselle Park Borough Hall located at 110 East Westfield Avenue, Roselle Park, New Jersey 07204. Said Regular Meetings will be held at 6:00 p.m. on the first Thursday of the months of February and October. Special and Emergency Meetings may be called as provided by law. All meetings of Board must conclude by 10:00 p.m. unless continued by a majority vote of the Board.

Section 2. When any Special Meeting is called, it shall be the duty of the Secretary of the Board to notify all members of the Board thereof, in writing, at least two days in advance of the time fixed for holding same. When any Emergency Meeting is called, it shall be the duty of the Secretary of the Board to notify all members of the Board thereof, in writing, all soon as practicable as the circumstances of the emergent nature of the meeting allow.

Section 3. A quorum shall constitute any four (4) Board members. No business shall be transacted in the absence of a quorum.

Section 4. Except at any Special or Emergency Meeting, the order of business on each meeting agenda shall be as follows:

1. Open Public Meetings Act Statement;
2. Roll Call;
3. Prayer;
4. Pledge of Allegiance;
5. Public Portion (On Any Subject 5 Minute Limit);
6. Approval of Minutes;
7. Health Officer's Report;
8. Continuing Business;
9. New Business;
10. Closed Session (If Needed); and,
11. Adjournment

**ARTICLE II**  
**RULES OF PROCEDURE**

Section 1. For the purpose of this Article, the “Chair” shall be defined as the President of the Board, who shall also be the Mayor of the Borough of Roselle Park. In the absence of the Chair, the “Vice Chair” shall preside at a meeting. The “Vice Chair” shall be defined as the Vice President of the Board, who shall also be the Council President of the Borough of Roselle Park. The Chair shall preside, maintain order and decorum at all meetings, and shall use the guidelines established in these by-laws when ruling on a point of order. The Chair shall decide all questions of parliamentary procedure. Rules of procedure are governed by these by-laws. Where the by-laws are silent, the rules of procedure are governed by the latest editions of *Robert's Rules of Order*.

Section 2. Roll call of members of the Board shall be according to seniority of service; that is, the member of Board member serving the longest number of consecutive years on the Board shall be called first, then to be followed by those members serving next in number of years. The Chair shall be called last. If members on the Board have served the same number of years, the call shall be in alphabetical order. Although it is the duty of every member who has an opinion on a question to express it by their vote, they can abstain, since no Board member can be compelled to vote. No member of Board shall be required by any person to explain or justify a particular position or vote. Once the call of roll is ordered, no member of the Board shall discuss or explain their vote until the conclusion of voting on that item.

Section 3. There will be one (1) public portion consisting of five (5) minutes on any subject. Any response made by the Board shall be included in the speaker's five (5) minute allotted time period. All statements, comments, questions and/or dialogue from a speaker shall be directed to the Chair. A member of the public may only speak once at the public portion.

Section 4. A member of public shall be called to order and given a warning for certain actions, including but not limited to: speaking without first being recognized, vulgarity or obscenity, hostile gestures or threatening or intimidating language, interruptions other than calls to order, or other violations as the Chair deems appropriate. After receiving a warning, the member of the public will be subject to removal by the Chair for any subsequent violations.

Section 5. A Board member may be called to order for conduct violative of these bylaws. A Board member called to order shall immediately cease speaking, unless the Chair permits the member to explain their actions. The decision of the Chair shall be final. A member of the Board shall be called to order for certain actions, including but not limited to: interruptions other than calls to order, calls to order made in bad faith or lacking merit, discussion of any issue beyond the scope of the question under consideration, discussion not germane to the question under consideration, discussion primarily intended to cause undue delay, or other violations as the Chair deems appropriate.

Section 6. Every member of the Board shall address all statements, motions, and comments to the Chair. The member of the Board, upon addressing the statement, motion, or comment to the Chair, shall await recognition before speaking. Upon recognition, the speaking member of the Board shall confine themselves to the issue under consideration addressed by the statement, motion, or comment.

Section 7. No member of the Board shall speak a second time on the same question until every other member of the Board desiring to speak shall have spoken at least once.

Section 11. The Board's use of electronic communication devices during Borough Meetings may lead to the public's perception that a member of the Board is not paying attention to the subject matter at hand and/or that such member is receiving information relative to the subject matter at hand that other Board members and members of the public are not receiving, either of which does not further good government and transparency. Therefore, the Board's use of electronic communication devices, other than

for the purpose of accessing agenda materials and/or personal notes that are on a Board member's tablet, cell phone, or laptop computer, is prohibited during Board meetings.

Notwithstanding the foregoing, the Board may, in each member's own sole discretion, use electronic communication devices for limited personal use such as, family or professional emergencies and/or other pressing personal issues.

ARTICLE III  
COMMITTEES

Section 1. The Chair shall from time to time create and appoint Board committees on as as-needed basis.

Section 2. Outside of the actions or inactions of the Chair, the Board may create committees on an as-needed basis by majority vote of those members present at a meeting.

ARTICLE IV  
AMENDMENT TO BY-LAWS


These By-Laws may be amended provided the amendment be proposed and considered at a Regular Meeting of the Board. These By-Laws may not be amended at any Special Meeting of Emergency Meeting of the Board.

October 3, 2024

# # # #

**ADOPTED:** October 3, 2024

I hereby certify that the foregoing Resolution was acted upon by the Board of Health on October 3, 2024 with the below captioned results on a motion to adopt.

  
\_\_\_\_\_  
**Andrew J. Casais, RMC**  
**Secretary of the Board**

BOARD	INTRODUCED	SECONDED	A YE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Chair)			✓			
PETROSKY	✓		✓			
JOHNSON						✓
SIGNORELLO		✓	✓			
ROBAINA						✓
LYONS						✓
PATEL			✓			
ON CONSENT AGENDA	✓ YES		NO			


**B.H. RESOLUTION NO. 2-24**

**DESIGNATING OFFICIAL NEWSPAPERS OF THE BOARD OF HEALTH FOR 2024**

**BE IT RESOLVED** that the Board of Health of the Borough of Roselle Park, County of Union, State of New Jersey hereby designates the official Borough newspapers so designated by the Mayor and Council at their 2024 Reorganization Meeting held on January 4, 2024 to serve as the official newspapers of the Board of Health for calendar year 2024.

**ADOPTED:** October 3, 2024

I hereby certify that the foregoing Resolution was acted upon by the Board of Health on October 3, 2024 with the below captioned results on a motion to adopt.

  
\_\_\_\_\_  
**Andrew J. Casais, RMC**  
**Secretary of the Board**

BOARD	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Chair)			✓			
PETROSKY	✓		✓			
JOHNSON						✓
SIGNORELLO		✓	✓			
ROBAINA						✓
LYONS						✓
PATEL			✓			
ON CONSENT AGENDA		✓	YES	NO		

**B.H. RESOLUTION NO. 3-24**

**ADOPTING REGULAR MEETING DATES OF THE BOARD OF HEALTH FOR 2025**

**WHEREAS**, pursuant to P.L. 1975, C. 231, known as the Open Public Meetings Act, all meetings of all public bodies wherein formal action, decision or discussion relating to the public business may take place, are required to be publicly announced and scheduled, with adequate posting and advance notice of the time, date, location, and to the extent known, the purpose or agenda of each such meeting.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Health of the Borough of Roselle Park, County of Union, State of New Jersey, as follows:

1. The following are designated as meetings of the Board of Health of the Borough of Roselle Park, in the County of Union, at which public business may be formally discussed, decided, or acted upon for the calendar year 2025. All meetings are held in the Council Chambers of Borough Hall located at 110 East Westfield Avenue, Roselle Park, New Jersey 07204 on the first Thursday evening of February and October beginning at 6:00 p.m. unless indicated otherwise:


February 6, 2025  
October 2, 2025

2. In addition, such other meetings as the public business may require, shall be scheduled and held, but pursuant to and with such additional notice as is required by said statute; and,
3. Appropriate officials are hereby authorized and directed to (1) post and maintain a copy hereof official bulletin board reserved for public notices; (2) file a copy of the foregoing Resolution with the Borough Clerk; (3) transmit copies to the local official newspapers circulating in Roselle Park, New Jersey; and,
4. Do anything necessary hereafter to comply with said statute to the end that adequate public notice of all such public meetings, pursuant to such statute be given according to law.

**ADOPTED:** October 3, 2024

I hereby certify that the foregoing Resolution was acted upon by the Board of Health on October 3, 2024 with the below captioned results on a motion to adopt.

BOARD	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Chair)			✓			
PETROSKY	✓		✓			
JOHNSON						✓
SIGNORELLO		✓	✓			
ROBAINA						✓
LYONS						✓
PATEL			✓			
ON CONSENT AGENDA	✓	YES		NO		

  
**Andrew J. Casais, RMC**  
**Secretary of the Board**