



**From:** NJLM - Municipal Clerks [mailto:njlm-clerks@cityconnections.com]  
**Sent:** Friday, November 13, 2009 1:02 PM  
**To:** Lashway, Lisa  
**Subject:** Two Issues

## LEAGUE ALERT

Municipal Clerk: Please forward to Mayor and Governing Body.

November 13, 2009

**Re: I      New Law Affecting Members of Local  
             Authorities, Boards, and Commissions**

**Re: II     League's Consulting Period on General  
             Municipal Topics at the 94th Annual  
             Conference**

**Re: I. New Law Affecting Members of Local Authorities, Boards, and Commissions**

Dear Mayor:

The recent enactment of the "Citizen Service Act" (A2784) on October 19, 2009 has four important provisions that affect municipal clerks and citizens on local boards.

First, Section 1 of the new law specifically requires anyone newly appointed to a municipal entity to take an oath of office for that specific position. Under previous law, individuals were only required to take the general oath of office. These oaths should be filed with the municipal clerk.

Section 2 of the law requires the municipal clerk to compile and maintain a directory of all local authorities, boards and commissions. The law requires the directory to include, but not be limited to, the following information for each entity: the name of the authority, board or commission; the number of members or positions; a list of currently appointed members, along with their terms of office; vacancies; general frequency of meetings; and the appointing authority, and enabling statute, ordinance or resolution that describes the entity and responsibilities of the members.

Section 3 of the law also requires any persons interested in serving on a municipal authority, board or commission to file a one-page 'Citizen Leadership Form' with the municipal clerk.

The Division of Community Affairs has prepared a model version of the form that the user can fill out by computer or hand (page 2 of this letter). Additional information may be added if

deemed necessary by the municipal clerk. The law also deems several items as restricted from public disclosure under the Open Public Records Act, including home address, phone number, and e-mail address.

Finally, the new law amends N.J.S.A. 40A:9-12.1, which determines when a position becomes vacant due to unexcused absences. The new law allows a position to be declared vacant when a member is absent from meeting for 8 consecutive weeks, or 4 consecutive regular meetings, whichever is longer. A town may adopt an ordinance that sets a stricter policy, with the caveat that such an attendance policy may not go below 6 consecutive weeks, or 3 consecutive meetings, whichever is longer.

Local officials should consult legal counsel whenever considering applying this law.  
Very truly yours,

William G. Dressel, Jr.  
Executive Director

**<Name of Municipality>  
Citizen Leadership Form**

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

- a)
- b)
- c)

*Name*

*City, State*

*Zip*

Please list any: education, prior volunteer experience, work related experience; or other civic involvement which could be of use to the authorities, boards or commissions which you listed above:

**Personal Information Not Subject to Public Disclosure\***

*Primary Phone Number*

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*Address of Residence*

;  
*Email Address*

*\*The information in this section is considered personal information, and is therefore deemed confidential for the purpose of P.L. 1963, c. 73 (C.47:1A-1 et seq.) and P.L. 2001, c. 404 (C.47:1A-5 et al.).*

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**Re: II League's Consulting Period on General Municipal Topics at the 94th Annual Conference**

**Attention Municipal Officials**

Make plans to attend:

**Tuesday, November 17, 2009  
3:00 p.m. –5:00 p.m.  
Hall A  
Atlantic City Convention Center  
Atlantic City, New Jersey**

The consulting period provides conference delegates with a chance to get up-to-date information on over 100 topics relevant to municipal administration. Last year, experts answered questions on the following important issues:

- Budgets and Financial Administration
- Economic Development
- Grant/Loan Programs
- Environmental Protection/Brownfields
- Emergency Management/Disaster Preparedness
- And much more.....

The consulting forum also gives local officials the convenience of meeting consultants from Trenton and Washington, without having to schedule personal appointments during the year. Take advantage of this long time League service and get new and useful information to help your municipality.

Contact Becky Wright at (609) 695-3481, ext. 110 or [bwright@njslom.com](mailto:bwright@njslom.com)

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