

**Rules for the Knowlton Township
Land Use Board
2023**

1. Regular meetings will be held at 7:00 P.M. on the fourth Tuesday of each month unless indicated otherwise.
2. The first meeting of the year shall be the Reorganization meeting.
3. Review Committee Meetings will be held at the discretion of the Chair, at 7:00 P.M. at the Municipal Building, on the third Tuesday of the month, unless no applications are filed for review.
4. Review Committee will consist of members and alternates on a rotating basis.
5. A quorum consists of five members or alternate members.
6. No testimony will be taken after 10:00 P.M.
7. A vote to "abstain" will not count towards the action.
8. All invoices submitted by the Board's Professional Consultants shall be submitted within 45 days of the date, on which the work was done. The Board shall not be obligated to pay invoices that are not submitted within the 45-day period.
9. Payment of invoices shall be approved by the Board.
10. Members who have missed meetings can arrange with the Board Secretary to borrow tapes/audio covering the missed meetings. Members are requested to return the tapes/audio promptly so that they will be available to others.
11. The Board Secretary's hours are 8 A.M. – 4 P.M.. She can be contacted by calling 908-496-4816 ext. 6 or by email at doreen@knowlton-nj.com The Board Secretary will also arrange to meet applicants at the Municipal Building by appointment.

12. Order of Business at all regular meetings shall be as follows:

- Open Meeting Notice
- Salute the Flag
- Moment of Silence for our Military Personnel in Harm's Way
- Roll Call
- Approval of Minutes
- Adoption of Resolutions
- Determination of Completeness
- Hearings
- Conceptual Review
- Public Comment
- Other Planning Board Business
- Approval of Bills
- Adjournment

13. No applications will be considered unless property taxes have been paid to date.

14. The NJ Herald and Express Times – NJ Zone are the Official Newspapers, used by the Board for legal notices, the same as the Governing Body.

15. If a Member, or Alternate, of the Board fails to appear at three consecutive meetings, of the Board, the Board may recommend to the Township Committee, that the Member or Alternate, be removed from the Board.

16. Board Professionals, when submitting vouchers chargeable to escrow accounts, will simultaneously send a copy of the voucher directly to the Applicant.

17. In order to be heard, applications, resubmissions, and revised plans must be submitted at least **2 weeks prior** to the hearing date, to provide for professional review.

18. Agendas shall be posted on the Township Website at least 48 hours prior to the meeting.