



## Township Council

c/o Township Clerk  
Teaneck, NJ 07666

Meeting: 02/11/25 06:30 PM  
Department: Township Clerk  
Category: Council-Listed Items  
DOC ID: 8911

11.F.2

### INFORMATION ITEM (ID # 8911)

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## Proposed Resolution: Transparency in Council Subcommittee Meetings - Councilwoman Goldberg

**WHEREAS** transparency and public access to government proceedings are essential to good governance and community trust; and

**WHEREAS** council subcommittees play a vital role in discussing and developing policy recommendations for the Township Council; and

**WHEREAS** ensuring that subcommittee meetings are properly noticed, documented, and open to the public will strengthen accountability and public engagement.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of Teaneck, New Jersey, that:

#### Public Notice & Meeting Agendas

- All **council subcommittee meetings** must have publicly posted meeting times and agendas on the township website at least **five (5) days in advance**.
- Agendas must include:
  - The **date, time, and location** of the meeting.
  - A list of **discussion topics** (but not action items, as no formal actions are taken).
  - A note stating that the **subcommittee does not have the authority to take formal action** and will report back to the full Council.

#### Public Access & Recordings

- All **subcommittee meetings shall be held in full view of the public** unless a closed session is required under state law.
- **Meetings shall be recorded (audio or video) and made available on the township website within seven (7) business days.**

#### Meeting Minutes

- Minutes of each subcommittee meeting must be prepared and include:
  - **Meeting date, time, and location**
  - **Names of all attendees**, including council members, staff, and members of the public who participated
  - **A general summary of discussions and any recommendations for Council consideration**
  - **Public comments and responses (if applicable)**
- **Draft minutes must be distributed to all council members within five (5) business days** after the meeting.
- **Final minutes must be posted on the township website within ten (10) business days** after the meeting.

#### Reporting to the Township Council

- Each subcommittee shall **verbally report on its discussions at the next regularly scheduled Council meeting.**
- A **written summary report shall be submitted quarterly** to the Township Council, summarizing:

- The number of meetings held
- The topics discussed
- Any recommendations forwarded to the full Council

**Compliance & Oversight**

- If a subcommittee fails to comply with these requirements, the matter shall be reported to the Township Council for corrective action.

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately upon adoption.

Adopted this 11<sup>th</sup> day of January 2025, by the Township Council of Teaneck, New Jersey.