

**BY-LAWS OF THE  
MEADOWLANDS TRANSPORTATION PLANNING BOARD**

**Date: 1/20/2021**

## ARTICLE I

### Scope and General Provisions

#### Section 1. Name of Board

The name of the Board shall be the "Meadowlands Transportation Planning Board."

#### Section 2. Principal Office

The principal office of the Board shall be located at One DeKorte Park Plaza, Lyndhurst, New Jersey. The Board may also have offices at such other place or places as it may from time to time designate by resolution. All communications to the Board shall be addressed to its principal office, except as may be otherwise specified by rule or regulation. All meetings of the Board shall be held at the principal office of the Board, unless otherwise announced by the Board. Meetings of the Board may be held virtually via electronic means.

#### Section 3. Public Inspection

All of the Board records shall be available for public inspection unless they are legally privileged.

## ARTICLE II

### Board Organization

#### Section 1. Powers and Duties Generally

Pursuant to the Hackensack Meadowlands Transportation Planning Act of 2015, P.L. 2015, c. 19 (hereinafter referred to as "the Act"), the Board will exercise and discharge the powers and duties vested upon it by the Act.

#### Section 2. Organization

The members of the Board include the Commissioner of the Department of Community Affairs or the Commissioner's designee, the Commissioner of Transportation or the Commissioner's designee, a representative of EZ Ride or its successor organization, a representative of the Hackensack Meadowlands Municipal Committee, a representative of the Meadowlands Regional Chamber of Commerce, and four public members appointed by the Governor, with advice and consent of the Senate.

Section 3. Chairman

The Chairman of the Board shall be the Commissioner of the Department of Community Affairs or the Commissioner's designee. The Chairman shall:

- (a) Preside at all meetings of the Board;
- (b) Rule on all questions of order, subject to appeal to the Board;
- (c) Sign all resolutions adopted by the Board;
- (d) Submit such recommendations and information as the Chairman shall deem necessary concerning the business, duties, and affairs of the Board; and
- (e) Have such other duties and powers as conferred upon the Chairman by these by-laws or by any resolution adopted by the Board.

Section 4. Chief Fiscal Officer

The Chief Fiscal Officer of the New Jersey Sports and Exposition Authority shall control and administer the Transportation Planning District Fund in accordance with the Act.

Section 5. Secretary

The President and CEO of the New Jersey Sports and Exposition Authority shall serve as Secretary. The Secretary, or the Secretary's designee, shall have the following administrative duties that shall be in addition to any other duties assigned to the Secretary by these by-laws or resolution adopted by the Board. The Secretary:

- (a) Shall supervise and direct the internal organization and reorganization of the staff of the Board;
- (b) May assign functions and duties to any member of the staff and modify such assignments as needed;
- (c) Shall administer the affairs of the Board for the efficient, orderly and economical administration of all the administrative and executive affairs of the Board;
- (d) Shall supervise the procedures for procurement of all supplies, material, and equipment requested by the Board;
- (e) May, in the Secretary's discretion, delegate, in whole or in part, any duty or authority conferred upon the Secretary by the by-laws or any resolution adopted by the Board to any member of the staff or agent of the Board;
- (f) May contract for services necessary for the proper operation of the Board or to carry out the policies of the Board.

- (g) Shall attend all meetings of the Board and act as Secretary thereof and record all notes and shall keep a record of the proceedings at all meetings of the Board, which records shall be open at all reasonable times to inspection by any member of the Board or member of the public, with the exception of any legally privileged material;
- (h) Shall maintain records of the Board's transactions, communications and proceedings, and such records shall be open at all reasonable times to inspection by any member of the Board, or member of the public, with the exception of any legally privileged material;
- (i) May cause copies, both paper and electronic, to be made of all minutes, resolutions and other records and documents of the Board;
- (j) Shall perform such other duties as are incidental to the office as may be assigned from time to time by the Board;  
and

Section 6. Committees

The Chairman of the Board may, from time to time, establish committees as the Chairman deems advisable.

## ARTICLE III

### Meetings of the Board

#### Section 1. Time and Place

Meetings of the Board shall occur as follows:

- (a) Regular Meetings. Regular meetings of the Board may be held at such times and places as determined by resolution of the Board in accordance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-8 et seq.
- (b) Special Meetings. The Chairman may, when the Chairman deems it necessary in order to perform the required functions of the Board, call a special meeting of the Board. The special meeting shall be held at the time and place fixed in the call and upon forty-eight hours' notice of such time and place given to each member by the Chairman or the Secretary personally or by mail to the Board members' residences or electronically to the Board members' email address on record with the Board Secretary. The meeting may also be called by telephone or held by virtual means, if subsequently confirmed by mail or electronic notification. Any or all notice of such special meeting may be waived in

writing by any member of the Board before or after such meeting, and any such special meeting at which notice shall have been so waived by each member shall be deemed to be properly called and held.

- (c) Notice Generally. All meetings, except as otherwise provided for herein, shall be for the transaction of any business within the powers of the Board without special notice of such business, but shall be noticed in conformity with the Open Public Meetings Act. All adjourned sessions may be held without notice to the members other than by announcement at the preceding session thereof.

Section 2. Quorum

Actions taken by the Board shall require a majority vote of the present authorized voting membership.

Section 3. Order of Business

The order of business at each meeting of the Board shall generally be as follows:

- (a) Pledge of Allegiance.
- (b) Opening Statement/Sunshine Law Statement.



- (c) Roll call.
- (d) Review and Approval of the minutes of the previous meeting.
- (e) Any special presentations or service awards.
- (f) Public Participation.
- (g) Motions and resolutions.
- (h) Reports.
- (i) New business.
- (j) Old business.
- (k) Closed Session.

The Board may order any matter placed on the calendar for any meeting as special business, or, in the Chairman's discretion, the Chairman may place upon the calendar of special business any matter which the Chairman deems of sufficient importance. The above order of business may be altered at the discretion of the Chairman, if circumstances so warrant.

Section 4. Voting

Actions may be taken and motions and resolutions adopted by the Board at any meetings thereof in the manner prescribed by law.

Section 5. Minutes

The Secretary shall prepare and distribute to the Board members the minutes of each meeting, along with the agenda package distributed in advance of the next meeting. The minutes of any meeting may be approved without reading whenever they have been distributed at least forty-eight (48) hours prior to the time of approval by the Secretary to each member. The minutes of each meeting and any corrections thereof duly adopted shall be signed by the Secretary and shall be kept in the Board's principal office.

Section 6. Resolutions

All resolutions presented to the Board shall be in writing. Upon adoption, copies of all resolutions shall be attached to the minutes of the proceedings. All resolutions of the Board adopted in any one year shall be numbered from one ("01", etc.) consecutively upwards in order of their adoption.

Section 7. Public Hearings

Whenever the Board is required by law to hold a public hearing or whenever it shall deem it advisable to hold such a hearing, the following procedure shall be followed:

- (a) The Secretary shall prepare notices of all public hearings. The notice shall include a statement of the time, place, the nature of the hearing and the matter or matters to be considered.
- (b) Notice of public hearing shall be:
  - (1) published in at least one newspaper of general circulation in Hudson County and one newspaper of general circulation in Bergen County, not less than seven (7) days nor more than twenty (20) days prior to the date of the hearing.
  - (2) published on the NJSEA website not less than seven (7) days prior to the date of the hearing.
  - (3) provided by mail or email to all persons who have made timely request of the Board for advance notice of all public hearings.
- (c) At least seven (7) days prior to the date of such public hearings, there shall be available for public inspection, at the principal office of the Board, all documents which explain or otherwise describe the subject matter of the hearing.
- (d) A record of all hearings shall be made by the Secretary, and the Secretary shall, within a reasonable time thereafter,

make a copy of the record available for inspection at the principal office of the Board. A transcript of the hearing shall be available to any interested party at a reasonable cost.

- (e) Board members or members of the Board staff may question speakers. The Chairman or Hearing Officer designated by the Secretary may limit the time and number of speakers and exclude repetitious testimony.

## ARTICLE V

### Amendments

These by-laws may be amended by resolution duly adopted at any meeting, regular or special, provided that notice of intention to present such resolution be given at least four (4) days in advance of the meeting at which the motion to adopt such resolution is made.

Such notice may be given in writing and mailed, emailed, or delivered personally to each member of the Board at the Board members' residence, or in the alternative, such notice shall be noted in the minutes of the meeting at which it is given. Advance notices of motions to amend the by-laws need not be given.

## ARTICLE VI

### Suspension of By-Laws

The provisions of these by-laws may be suspended by an affirmative vote of the majority of the current authorized voting membership.