

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Administrative Policies & Procedures

Date Adopted: 9/18/07

POLICY: Meeting Cancellation Policy – Inclement Weather

PURPOSE: Establishing a Procedure for Notifying Members of the Cancellation of a Meeting due to Inclement Weather

The BURLCO JIF is a political creation of the State of New Jersey. As a public entity, the Fund must abide by the provisions of the *Open Public Meeting Act*. In accordance with this *Act*, (NJSA 10:4-8) all Fund meetings where it is anticipated that a majority of the Executive Committee will be present to discuss Fund business must be advertised. In addition, all Fund Meetings are open to the public unless specifically closed to the public via the provisions of NJSA 10:4-12.

Internally, the Fund functions under *Roberts Rules of Order*. In accordance with *Roberts*, the Fund has established several sub committees whose purpose is to meet and discuss various issues effecting the Fund and report back to the Executive Committee. These meetings are scheduled on an “as needed” basis during the course of the year.

Because of the meeting notification provisions, both required of, and practiced by, the Fund, it is possible that previously scheduled meetings will need to be cancelled due to inclement weather. Inclement weather can impact both the ability of Fund Commissioners to attend a meeting and the availability of the meeting facility. Therefore, it is important for the Fund to have a Procedure for Notifying Members of the Cancellation of a Meeting due to Inclement Weather.

EXECUTIVE MEETINGS:

The Annual Monthly Executive Committee Meeting schedule is adopted each year at the Fund’s Reorganization meeting. This schedule is advertised each January in accordance with NJSA 10:4-18 (Annual Meeting Notice). Due to these notice requirements, it is impossible to anticipate the impact inclement weather may have on the attendance of Fund Commissioners at an Executive Committee Meeting or the availability of the facility where the meeting is to be held. Should it appear that inclement weather could impact the ability

of the Fund to hold its regularly scheduled Executive Committee meeting; the following procedures will be followed:

1. As soon as possible prior to an Executive Committee meeting, a representative of the Executive Director's office shall contact the facility where the meeting is to be held to ascertain whether the facility will remain open due to the inclement weather.
2. If the facility will NOT remain open, the meeting will be cancelled. The Executive Director's office will immediately notify the Fund Chair of the need to cancel the meeting.
3. Notification of the cancellation of the meeting to the Fund Commissioners will be done by the Executive Director's office using one or more of the following techniques:
 - A. Direct Telephone Contact
 - B. E-Mail notification
 - C. Posting a Notification to the Fund's website (www.BURLCOJIF.org)
 - D. Via a special telephone message managed by the Executive Director's office accessible to the Fund Commissioners
4. Nothing in this policy shall preclude the Fund from scheduling a Special Meeting following proper notification in accordance with NJSA 10:4-18 to conduct the business of the Fund that would have been considered had the regularly scheduled meeting been held.
5. In addition, nothing in this policy shall preclude the Fund from enacting emergency provisions for the payment of claims and operating expenses until which time the Fund can meet to ratify payment.

SUB COMMITTEE MEETINGS:

Sub Committee meetings are scheduled a minimum of two weeks prior to the meeting date. Therefore, it is impossible to anticipate the impact inclement weather may have on the attendance of Fund Commissioners at a Sub Committee Meeting or the availability of the facility where the meeting is to be held. Should it appear that inclement weather could impact the ability of the Fund to hold a scheduled Sub Committee meeting; the following procedures will be followed:

1. As soon as possible prior to the scheduled meeting date and time, a representative of the Executive Director's office shall contact the facility

where the meeting is to be held to ascertain whether the facility will remain open as a result of the inclement weather.

2. If the facility will NOT remain open due to the inclement weather, the Executive Director's office will consult with the Chair of the Committee and either notify the Committee members of the cancellation of the meeting or notify the members of a change in location of the meeting if the meeting has NOT been advertised in accordance with NJSA 10:4-18.
3. In either case, notification of a change in meeting status will be done by the Executive Director's office using one or more of the following techniques:
 - a. Direct Telephone Contact
 - b. E-Mail notification
 - c. Posting a Notification to the Fund's website (www.BURLCOJIF.org)
 - d. Via a special telephone message accessible to the members located in the offices of the Executive Director