

# VOLUNTEERS NEEDED!!!

## APPOINTMENT TO BOARDS, COMMITTEES AND COMMISSIONS

Raritan residents have a long history of volunteering for their community. Each year, residents offer their time, energy, knowledge and talent to our municipality by offering to serve on one of our boards, commissions or committees. If you have expertise in a particular area, free time, and desire to volunteer, Raritan needs you! If you have an interest in serving on one of the public bodies listed below, please download a Citizen Leadership application form or call Borough Hall.

- Board of Health
- Economic Development Committee
- Environmental Commission
- Historic and Cultural Committee
- Library Board of Trustees
- Planning Board
- Recreation Committee
- River Fest Committee

E-Mail, mail or deliver to Eric M. Colvin, Borough Clerk at 22 First Street, Raritan, NJ 08869. Phone: (908) 231-1300 ext. 13 Email: EColvin@raritan-nj.org

### **\*Please note:**

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

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. 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.

Section 4 of the 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.



**B O R O U G H O F R A R I T A N**  
**OFFICE OF THE BOROUGH CLERK**  
**22 FIRST STREET**  
**RARITAN, NJ 08869**  
**OFFICE (908) 231-1300 FAX (908) 231-0810**

## **Citizen Leadership Form**

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

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*City, State, Zip*

\_\_\_\_\_  
*Date*

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 (Attach additional sheets or resume if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

*Primary Phone Number:* \_\_\_\_\_

*Mobile Phone Number:* \_\_\_\_\_

*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.).*