

**ALLOWAY TOWNSHIP
ORDINANCE NO. 567**

**AN ORDINANCE ESTABLISHING AN
INFORMATION TECHNOLOGY ADVISORY COMMITTEE**

WHEREAS, the Township Committee deems it appropriate to create an Information Technology (IT) Advisory Committee consisting of three (3) residents of the Township of Alloway, together with one (1) member of the Township Committee; and

WHEREAS, the purpose of the IT Advisory Committee is to review all Township IT procedures, programs and equipment; and

WHEREAS, after said review, the IT Advisory Committee shall submit a report, at minimum annually, of its findings and recommendations to the Township Committee for review.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Alloway, County of Salem, State of New Jersey, that the “Information Technology Advisory Committee” is hereby created which shall follow the below By-Laws and shall contain the following Sections:

By-Laws – Information Technology Advisory Committee

1 Creation.

The Township of Alloway Information Technology Advisory Committee (Advisory Committee) is hereby established consisting of three (3) residents of the Township of Alloway, together with one (1) member of the Township Committee as a liaison.

2 Membership; Requirements; Compensation.

A. Appointments.

The Township Committee shall at its annual reorganization meeting appoint three (3) residents to the IT Advisory Committee. The term for all Appointees shall be for 1 year beginning January 1st and ending December 31st of the same year. Should any member resign, die, be removed from office, or his/her office declared vacant in any manner under law during such term, any appointment to the office so vacated shall be only for the unexpired portion of the said term of appointment.

B. Requirements of members.

The Advisory Committee shall fix quarterly meeting dates at its organizational meeting and publish the same in the accordance with the Open Public Meetings Act (OPMA). A Chairman, and secretary shall be chosen from its members at said meeting. The terms of office of such officers shall expire at the regular January meeting of each year. The Chairman shall preside over meetings of the Committee. The secretary shall keep a record of meetings and actions taken or authorized by the Committee. A quorum of two (2) members shall be required for all meetings. All members, with the exception of the liaison, shall have a voice and vote in all proceedings and may initiate any action by a motion or resolution.

C. Compensation.

The members shall serve without compensation for their service.

3 Powers and Duties.

- (1) The powers and duties of the Advisory Committee shall consist of reviewing IT procedures, programs and equipment at the Municipal Building and other municipal sites. The Advisory Committee shall provide the Township Committee with recommendations as necessary.
- (2) The Secretary shall take minutes of all meetings which shall be available pursuant to the Open Public Records Act (OPRA).
- (3) The Advisory Committee shall be entitled to adopt, by resolution, rules governing the operation of the Committee.

4 Studies and Recommendations.

- (1) The Advisory Committee shall have the power to evaluate and make recommendations concerning procedures, equipment and programs utilized within the municipality.
- (2) Recommendations shall be submitted to the Township Committee for review and approval of implementation, if applicable, at least two weeks prior to the monthly Township Regular meeting.

5 Records and Reports.

The Advisory Committee shall maintain a file of its Findings and Recommendations at the municipal building at a location designated by the Municipal Clerk.

If any section, subsection, sentence, clause or phase of this Ordinance is for any reason held by any Court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

All ordinances or parts which are inconsistent with the provisions of this Amendment to an Ordinance, are hereby repealed to the extent of such inconsistency.

This ordinance shall take effect immediately upon posting, publication and final passage in the manner prescribed by law.

If the terms of this Ordinance shall be in conflict with those of another Ordinance of the Township of Alloway, then the restriction which imposes the greater limitation shall be enforced.

January 16, 2025

ATTEST:

ALLOWAY TOWNSHIP

NOTICE

NOTICE is hereby given that the foregoing ordinance was introduced and passed on first reading at a regular meeting of the Township Committee of the Township of Alloway, in the County of Salem and State of New Jersey on the 16th of January, 2025 and will be considered for final passage after a public hearing at a meeting to be held by the Township Committee of the Township of Alloway at the Alloway Township Municipal Building, 49 South Greenwich Street, Alloway, New Jersey on the 20th of February, 2025 at 7:00 p.m.

Brittany Vanaman, Acting Municipal Clerk