

terms, two elected one year, two the following year, and one the third year. State law requires that the committeemen be citizens of the United States and residents of the Township.

In accordance with state law, the newly-elected Township Committee meets during the first week in January to organize for the coming year and to elect one of the Committeemen as its chairman. The chairman presides over committee meetings and is "Mayor." The title "Mayor" is merely a courtesy title although the statutes provide that it can be made official. With the approval of the committee, as a whole, the Mayor assigns each Committeeman to one or more of the Standing Committees. The six sub-committees are: Revenue and Finance, Public Safety, Public Properties, Health, Welfare and Recreation, Personnel and Public Information. The chairman of each of these sub-committees is generally addressed by the courtesy title "Commissioner."

The Township Committee, functioning as a legislative body, passes ordinances and resolutions. An ordinance, which pertains to matters of general public interest, or an act involving the appropriation of money, requires passage on first reading, advertisement in the newspaper, public hearing, and adoption on final reading. Most resolutions are confined to administrative matters, requiring only passage without public hearing, or advertisement. However, the annual budget is a resolution, although of greater importance than many ordinances. Its adoption requires advertising and public hearing.

A citizen may petition the Township Committee by letter, or he may express his opinions at the open meetings held on the first and third Tuesdays of each month.

## **EXECUTIVE SECRETARY**

An ordinance creating the position of an Executive Secretary was adopted on April 20, 1960. The job assures us that our town is run on a full-time basis and not a part-time or evening one such as a working five-man committee can do. The Executive Secretary has the duty of seeing that policy established by the Committee will be carried out by all departments. He also serves as a center of information to the public, a co-ordinator of policy of the committee with the department heads, and an expediter, and executes the annual budget after it has been adopted.

## **TOWNSHIP CLERK**

The Township Clerk's office is the hub of the Administrative and Executive departments of the Township of Scotch Plains. Working closely with the Mayor and Township Committee, the Clerk handles all matters prior to and following all township meetings, sets up the agenda for matter to be discussed at the Township Committee regular meetings and organizes all pertinent material.

The office issues various licenses covered by statute, such as dog, taxi, liquor, state hunting and fishing, and Health Board licenses. The Clerk