2019
BY-LAWS, RULES AND REGULATIONS OF THE BOARD OF CHOSEN FREEHOLDERS OF THE COUNTY OF BURLINGTON

ARTICLE I

Meetings

1. The annual organization meeting of the Board of Chosen Freeholders of the County of Burlington ("Board") shall be held at the Olde Burlington County Court House on High Street, Mount Holly, or such other location as may be designated by the Freeholder Director, at the hour of twelve o'clock noon or on some other hour on any day during the first week of January, other than a Sunday, as the Board may, by resolution passed at a meeting of the Board held prior to said annual meeting, determine.

2. The organization meeting at the appointed hour, shall be called to order by the Board Clerk, who shall call the roll of members and members-elect, and those not already qualified shall take and subscribe, before a person qualified to administer the same, an oath or affirmation, as prescribed by law. The members shall elect by a majority vote, one of its members to be Director, who shall then preside. Should there be a vacancy in the office of the Clerk of the Board, the Board may elect a qualified person to said office. However, the Deputy Clerk may continue to execute the duties of Clerk of the Board until such time as a qualified person is elected to said office. The Board shall then adopt rules for its government.

3. Regular public meetings of the Board shall be held in the Burlington County Office Building on the second and fourth Wednesdays of each month at 7:00 PM respectively, unless otherwise modified by the Board in accordance with the Open Public Meetings Act. The Director of the Board shall take the chair promptly at the hour appointed.

4. Special meetings of the Board shall be called whenever the Director of the Board or whenever three members of the Board shall file with the Clerk of the Board a written request therefore. The calls for special meetings shall be in writing and shall state the items and business to be conducted. Notice of any special meeting may be waived by a motion adopted by the entire membership of the Board.

5. All members of the Board shall be invited to all of its meetings. Except as otherwise provided by statute, all meetings of the Board shall be open to the public. The minutes of all meetings of the Board shall be available to the public, except for such matters that may be withheld pursuant to law. Minutes shall be taken of all

meetings of the Board, showing time and place, the members present, the subjects considered, the actions taken, the vote of each member and other information required to be shown in the minutes by law.

6. A regularly scheduled meeting of the Board may be postponed by a majority of the Board by action taken at a regular or conference meeting in accordance with the law. The Board shall fix a new time and date for the postponed meeting. Public notice of such new meeting and time shall be posted and published in accordance with law.

ARTICLE II

Place of Meetings

All meetings shall be held in the Burlington County Office Building, Mount Holly, New Jersey except when otherwise specified by the Director or otherwise specified in the call for special meetings.

ARTICLE III

Quorum

The majority of all members elected and qualified shall be a quorum to transact business, and to decide every matter or question, except as otherwise provided by statute, but a less number may adjourn from time to time and take action to compel the attendance of absentees.

ARTICLE IV

Officers

1. At the annual meeting of the Board, there shall be elected a Director of the Board and Deputy Director of the Board.

2. At the annual meeting of the Board, or when their respective terms have expired, there shall be elected the following officers and appointees:

Chief Financial Officer	3 years
Chief Medical Examiner	5 years
Clerk of the Board	3 years
County Administrator	3-5 years
County Emergency Management Coordinator	3 years

County Engineer	5 years
County Fire Marshal	3 years
County Historian	1 year
County Jail Administrator	5 years
County Purchasing Agent	3 years
County Solicitor	3 years
County Superintendent of Buildings & Grounds	5 years
County Supervisor of Roads	5 years
County Treasurer	3 years
Members to the Construction Board of Appeals	4 years
Members to the County Board of Social Services	5 years
Members to the County Bridge Commission	3 years
Members to the RCBC Board of Trustees	4 years
Members to the County Free Library Commission	5 years
Members to the County Mental Health Board	3 years
Members to the County Planning Board	3 years
Members to the Burlington County Insurance Fund Commission	2 years
Members to the Office on Aging Advisory Committee	2 years
Members to the several Boards of School Estimates	1 year
Members to the Solid Waste Advisory Committee	1 year
Members to the Board of Education of the Special Services School District and the Vocational School District	3 years
Members to the Workforce Development Board	3 years
Members to the RCBC Trustee Search Committee	1 year

Additionally, any other such officers or appointees as the Board may deem necessary, or as required by law, shall be nominated and elected for the terms prescribed by law. In cases where no term is specified in the law, then the officers and appointees shall be elected to a term to be fixed at the time of their election, not to exceed the term of three years.

3. All officers or appointees elected by the Board of Chosen Freeholders shall be elected as follows:

(1) if only one nomination having been made, the Freeholder Director may call for a "yea" and/or "nay" vote on said nomination;

(2) if more than one nomination having been made, the Clerk shall call the roll and the members shall announce their choice for the several officers named, and the persons receiving the votes of a majority of all the members shall be declared elected.

4. The salaries and compensation of all officers, appointees and employees appointed by the Board may be determined at the time of making such appointments

unless otherwise prescribed by law and as the Board may from time to time establish same.

ARTICLE V

Duties of Officers

1. Director of the Board

The Director shall be the presiding officer of the Board and as such, perform the duties usually pertaining to such office. He/she shall have power, and it shall be his/her duty:

a. To preserve order and decorum, and in debate shall prevent recriminations and confine members to the question under discussion. When two or more members speak at the same time, he/she shall decide the question in order, subject to an appeal to the Board when demanded by any one member, on which appeal no member shall speak more than once, unless by consent of the Board. The Director shall be an ex-officio member of all committees. He/she shall, exercise a vigilant supervision over the affairs of the County and bring before the Board such business as may require attention. The Director, or in his absence, the Deputy Director, shall have the sole responsibility for establishing the agenda of any given meeting. It shall at all times be permissible for the presiding officer of the Board of Chosen Freeholders at any meeting thereof and while occupying the presiding officer's chair to make motions, move resolutions or nominations.

(1) The Director shall ensure that time shall be set aside on the agenda for two separate public comment periods at all regular open public meetings, other than the annual organization meeting: The first public comment period shall occur prior to the consideration of resolutions, which shall be limited to comments concerning agenda items only. The second shall occur at the conclusion of each open public meeting and comments may be made on any topic at that time. Public comments shall be limited to five minutes per speaker, per comment period and time may not be shared among speakers. The total time for public comments shall not exceed 30 minutes. Time limits imposed on public comments however, may be suspended by the Director, or in his/her absence, the Deputy Director.

b. To attend and take part in all meetings of the Standing and Special Committees to the Board whenever he/she shall deem it for the best interests of the County to do so.

c. The Director shall appoint at the annual meeting the following:

(1) Freeholder Departmental Directors

(a) Administration
(b) Corrections
(c) Economic Development
(d) Education
(e) Elections
(f) Health
(g) Hospital and Medical Services
(h) Human Services
(i) Natural Resources
(j) Public Works
(k) Public Safety
(l) Solid Waste

(2) Other Appointments

(a) Two Freeholder Members to the Board of Social Services
(b) Freeholder liaison to Burlington County Bridge Commission
(c) Two Freeholder Members to the Burlington County Planning Board and an alternate
(d) A Personnel Committee
1. Said Committee shall consist of three members of the Board having the authority to act on all personnel matters.
2. Said Committee shall have full power in all matters by a majority of three, otherwise the matter shall revert to the full Board for decision.
3. The County Administrator shall have the authority to approve personnel actions relating to terminations, merit increments, replacements, leaves of absences, discipline, and such other personnel matters which may be delegated to him/her.

d. The Director shall appoint all Standing and Special Committees.

e. The Director shall have power to appoint an acting Department Director, in case of any absence or temporary disability of any director of the several departments for reason of their inability to perform their duties.

f. In case of the absence or temporary disability of the Director and Deputy Director of the Board, the Clerk of the Board shall call the meeting to order and the members present, providing they constitute a quorum, shall elect a Director Pro Tem by a majority vote of the members present. In the event the meeting lacks a quorum,

then it shall be the duty of those present to adjourn to another date and time, serving notice on the absentees.

g. The Director shall be responsible for ensuring compliance by the Board with the requirements of the Open Public Meetings Act. To this end, at the commencement of every meeting, either (i) that proper notice of the meeting has been provided, specifying the time, place and manner in which such notice was provided; or (ii) that adequate notice has not been provided, in which case, he/she shall further state the nature of the urgency and importance of the meeting, the nature of the harm to the public interest resulting from a delay in the holding of the meeting, that the discussion and action of the meeting will be limited to such matters of urgency and importance, the extent of notice given and that the need for the meeting could not have reasonably been foreseen in time to give adequate notice and the reason therefor. He/she shall further cause, within seven days following the Reorganization meeting, a schedule of the regular meetings of the Board for the balance of the year to be prominently posted in a public place in the County complex, to be delivered to the newspapers designated by the Board for public notices and to be filed with the County Clerk.

2. Deputy Director of the Board

The Deputy Director of the Board shall perform the duties of the Director of the Board if and when said Director is absent or unable to serve, and such other duties as the said Director may assign. In the event of death, resignation or permanent incapacitation, of the Director, the Deputy Director shall temporarily assume the duties of the Director of the Board. The Deputy Director shall serve as temporary Director until such time that the vacant Freeholder office has been filled, at which time the Board shall elect by majority vote, one of its members as Director.

3. Clerk of the Board

It shall be the duty of the Clerk of the Board to act as Clerk to the Board and of such other committees as designated by the Director. He/she shall keep the minutes and enter the proceedings of the Board and the several committees in books provided for that purpose. He/she shall have the custody of the common seal of the County, and the papers, deeds, writings, documents and books relating to the Board, and upon the expiration of his/her term of office shall deliver same to his/her duly qualified successor.

a. The Clerk of the Board shall, under the direction of the Director, do all things necessary for compliance by the Board with the Open Public Meetings Act. He/she shall be responsible for proper and timely posting, delivery and filing of the required notice and making available of the minutes to the public.

b. In case of the absence or temporary disability of the Director and Deputy Director of the Board, the Clerk of the Board shall call the meeting to order and the members present, provided they constitute a quorum, shall elect a Director Pro Tem by majority vote of the members present. In the event the meeting lacks a quorum, then it shall be the duty of those present to adjourn to another date and time, serving notice on the absentees.

c. If and when the Clerk of the Board is absent or unable to serve, the Deputy Clerk of the Board shall perform the duties of the Clerk and such other duties as may be assigned by the Freeholder Director.

4. County Administrator

The County Administrator shall perform the duties and functions as outlined in Resolution No. 70 adopted by the Burlington County Board of Chosen Freeholders January 26, 1994.

a. If and when the County Administrator is absent or unable to serve, the Deputy and/or Assistant County Administrator shall perform the duties of the Administrator and such other duties as may be assigned by the Freeholder Director. In the absence of a Deputy and/or Assistant County Administrator, the Freeholder Director may designate an individual to temporarily perform the duties of the Administrator and such other duties as may be necessary and appropriate.

5. County Treasurer

The County Treasurer shall have his/her office in the Burlington County Office Building, Mount Holly, New Jersey, which office shall be open for the transaction of business every weekday, except Saturday and Holidays, from 8:00 AM to 5:00 PM.

The County Treasurer shall furnish a bond to the Board of Chosen Freeholders in the sum of $500,000.00, which bond shall be approved by the Board of Chosen Freeholders. The Board shall pay the annual premiums of said bond.

The Treasurer shall deposit to the credit of the Board of Chosen Freeholders all monies belonging to the County under the direction of the Freeholder responsible for Finance, excepting the monies which may now or hereafter be subject to the control of some body or commission other than the Board of Chosen Freeholders, in a depository or depositories as designated by resolution adopted by the Board. The County Treasurer shall be the custodian of all county funds and disburse said funds only on order of the Board. The Treasurer collects and receives all monies due the County and shall keep adequate records and, at least once a month, report to the Board the receipts and disbursements made by him/her. The Treasurer shall maintain general books of accounts in accordance with rules and regulations of the Local

Finance Board in the New Jersey Department of Community Affairs.

a. Pay all bills upon evidence of the receipt of the goods, wares and merchandise or upon rendition of services upon which said bills are predicated, provided, however, said bills have been recommended for payment by the Chief Financial Officer and approved by the Director of the Board or his/her designee.

b. Pay the principal and interest of the County debt as same matures or accrues.

c. Pay salaries due employees at the regularly scheduled intervals.

d. Shall have general supervision of the Treasurer's Office and all mail addressed to his/her office and making replies to the same.

e. Under the direction of the Freeholder responsible for Finance, shall personally make all arrangements with financial institutions for borrowing of money for County purposes.

f. Keep a record of all bonds, and canceled bonds and coupons when paid and make such disposition of the canceled bonds and coupons as shall be proper.

g. Exhibit accounts for inspection and audit to any member of the Board and County Administrator whenever required.

All books of accounts and all books relating to the County Finances shall be the property of the County Treasurer and shall be kept in his/her office in the Burlington County Office Building as prescribed by law; and upon the expiration of his/her term of office he/she shall deliver the same to his/her duly qualified successor.

It shall be his/her duty to perform any other special work which may be assigned by the Board or the Freeholder assigned to the Finance Department.

In the absence of the County Treasurer, the Chief Financial Officer shall perform the duties of the County Treasurer.

6. County Chief Financial Officer

The County Chief Financial Officer shall perform the duties provided for under New Jersey law. The County Chief Financial Officer shall be responsible for rendering the reports and maintenance of the accounts otherwise required of the County Treasurer. It shall be the duty of the Chief Financial Officer to exercise supervision over the expenditures and receipts of the County.

The County Chief Financial Officer shall furnish a bond to the Board of Chosen Freeholders in the sum of $500,000.00, which bond shall be approved by the Board of Chosen Freeholders. The Board shall pay the annual premium of said bond.

a. File all warrants, canceled checks, receipts and other evidence of payment in his/her office.

b. Exhibit accounts for inspection and audit to the Freeholder Director and the County Administrator whenever required.

c. The Chief Financial Officer or his/her designee shall audit all vouchers, claims, and warrants representing just obligations of the County of Burlington.

d. The Chief Financial Officer or his/her designee shall have all vouchers, claims and warrants audited and ready for approval by the several freeholders not later than the close of business on the day preceding the regular meetings of the Board.

It shall be his/her duty to perform any other special work which may be assigned by the Board or the Freeholder assigned to the Finance Department. In the absence of the Chief Financial Officer, his/her designee shall perform the duties of the Chief Financial Officer.

7. County Solicitor

a. The Solicitor of the Board shall attend the meetings of the Board, and give legal advice as it or they, from time to time, need and shall conduct all the legal business or suits, of, against or for the Board of Chosen Freeholders with such special counsel as may be approved by the Board; and shall perform such other duties as may be, from time to time, required of him/her.

b. The Solicitor shall approve as to form and legality any and all resolutions before their presentation to the Board for consideration.

c. It shall be the duty of the Solicitor to approve as to form and legality of any and all contracts prior to being executed by the Board.

d. It shall be the duty of the Solicitor to immediately notify the Board of any official action taken or contemplated by the Board, which in his/her judgment is illegal.

e. It shall be the duty of the Solicitor to provide legal service to such officers, employees, boards, and commissions of the County as the Board of Chosen Freeholders shall designate.

f. The Solicitor shall supervise the Assistant Solicitors.

8. County Engineer

a. The County Engineer shall have supervision over all engineering for the County except where otherwise provided by the Board.

b. He/she shall act in an advisory capacity to the Board, its officers or members, on all engineering projects in the County as required or requested.

c. He/she shall prepare a list of the bridges of the County, numbering the same, and shall prepare and keep in his/her office a record, in which shall be entered the locations and numbers of the various bridges, size and character of construction.

d. He/she shall prepare plans and specifications for bridges and culverts and repairs to same in the County, when directed by the Board.

e. He/she shall make all surveys required by the Board in connection with any County work.

f. He/she shall prepare plans, cross-sections, profiles, specifications, and reports for all road work proposed and contemplated when directed by the Board.

g. He shall supervise and inspect all County repairs and construction work, except as may be assigned specifically to others.

h. He/she shall be responsible to the Board of Freeholders to see that all road and bridge contracts are properly carried out, both as to the manner of performing the work and the materials used.

i. He/she shall have supervision over all employees connected with his/her office.

j. All estimates on account for payments for bridge and road work and the certification for the final payments on the same shall be prepared by the County Engineer. He shall also certify as to the correctness of the bills to be paid on such accounts according to terms of the contract.

k. He/she shall present to the Commissioner of Transportation a schedule approved by the Board for the work on roads and bridges in which any of the State monies are involved and shall also make quarterly requests to the State Highway Commissioner for monies due and payable to the County. He/she shall prepare any data, reports or schedules for the Board which may be required by the State Highway Commissioner.

l. Neither the County Engineer, nor any employees or officials of the County Engineer's Office shall engage in any work or employment for any other person, firm, or corporation, that may result in a conflict of interest with the duties of said office or employment in the County.

9. Supervisor of Roads

a. It shall be the duty of the Supervisor of Roads to inspect the County road and bridge system from time to time and report thereon to the Director of the Department with recommendations as to the repairs and maintenance required in conjunction with the County Engineer.

b. He/she shall submit to the Director of the Department a tentative schedule prior to the adoption of the County budget, setting forth in detail the estimated amount of monies required on all road and bridge work for the current year. He shall present to the Director, a work schedule showing in detail the amount of work contemplated and materials and labor necessary for its proper execution, in coordination with the County Engineer.

c. This schedule shall be prepared as soon as possible after the organization meeting of the current year.

d. He/she shall, in addition to the duties prescribed by law, have charge of all ordinary and extraordinary repairs and construction in conjunction with the County Engineer when necessary. He/she shall have charge of keeping all County roads clear of any obstructions and remove snow from the County Road System whenever it appears.

e. He/she shall have charge of the County Road Department Yard and equipment and maintenance thereof.

f. He/she shall have supervision over all employees connected with the road and bridge department.

g. He/she shall prepare and submit such information as may be required by the Personnel Committee.

h. He/she shall do and perform such other duties as are now and hereafter prescribed by law.

10. All Other Officers, Boards, and Commissions

All such other officers, agents and employees of this Board as may be required to do

the business of the County, and as may be appointed thereof, shall do and perform such duties as are now or may hereafter be required by law, by the Board, or by the proper Director in charge thereof.

Each department head subject to the approval of the County Administrator is authorized to sign and submit for approval any and all vouchers, insurance report forms, printing and maintenance work orders, purchase requisitions, receiving copy of a purchase order, and all personnel forms.

Each department head subject to the approval of the County Administrator shall designate in writing an individual(s) authorized to sign and submit for approval any and all vouchers, insurance report forms, printing and maintenance work orders, purchase requisitions, receiving copy of a purchase order and all personnel forms. All other official documents are to be forwarded to the County Administrator for signature. This authority is limited to an authorized extended absence by the Department Head.

ARTICLE VI

Vacancies

1. In case of the absence of the Clerk of the Board and Deputy Clerk from any meeting of the Board, or in case of their temporary absence from the County, or illness, the Board may select any suitable person as Clerk, pro tempore.

2. If a vacancy occurs in any office by reason of death, resignation, removal, disqualification, refusal to serve, or any other cause, such vacancy may be filled at any regular meeting of the Board in the manner prescribed by law.

ARTICLE VII

Order of Business

1. Call to Order
2. Pledge of Allegiance and Prayer
3. Announcement of Public Notice
4. Roll Call
5. Approval of Minutes of Previous Meetings
6. Public Comments on Agenda Items Only
7. Presentation of Resolutions
8. Questions from the Press
9. Public Comments
10. Comments by Freeholders
11. Adjournment

*The Order of Business set forth above may be modified by the Freeholder Director, or in his/her absence the Deputy Director or Director Pro Tem, in their discretion.

ARTICLE VIII

Rules of Order

1. Yeas and Nays shall be recorded in the minutes.

2. A motion for reconsideration shall not be received unless made at the same or following meeting by a member who voted with the majority in the first instance.

3. When an item of business is tabled, it shall not be discussed further during the meeting at which the motion for tabling is made, but may be brought up at the next meeting thereafter or at a subsequent meeting, at the discretion of the Freeholder Director.

4. Petitions, memorials, or other papers addressed to the Board shall be presented to the Clerk.

5. Every motion shall be reduced to writing by the Clerk of the Board or Deputy Clerk if the Director or any member desires it.

6. When a motion is made and seconded, it shall be stated by the Director, or, being in writing, it shall be read by the Clerk aloud and then opened by the Director to debate. Any such motion may be withdrawn at any time before a decision or amendment is made.

7. When a question is under debate no motion shall be received but to adjourn, to lay on the table, to amend or to commit, which several motions shall have precedence in the order in which they are arranged.

8. A motion to adjourn or lay on the table shall be decided with debate.

9. On all motions and resolutions, the question shall be decided by calling the "yeas" and "nays", which shall be entered in the minutes.

10. Upon the Call of the roll the names of the members shall be called alphabetically, with the exception of the Director, whose name shall be called last.

11. If the event any issue arises as to the appropriate procedure or process to follow, the Freeholder Director in his/her sole discretion, shall determine the issue in consultation with the County Solicitor.

ARTICLE IX

Purchase of Goods and Services

1. Award of contracts

Except as is provided otherwise in the Local Public Contracts Law or specifically by any other law, every contract awarded by the Board of Chosen Freeholders for the provision of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded to the lowest responsible bidder after public advertising for bids and bidding therefor.

2. Purchase orders

a. All purchase orders for goods and/or services generated by any County Department or Agency must be approved and signed by the County Administrator, the County Treasurer, Chief Financial Officer or the Purchasing Agent.

b. No goods and/or services to be paid for with Burlington County funds may be ordered by any Department or Agency without first obtaining a purchase requisition and an approved purchase order for the specific goods and/or services. No confirming purchase orders will be issued following the ordering or the receiving of such goods and/or services that_have not been preceded by the encumbrance of funds through a purchase requisition. The Purchasing Agent must be informed and must approve any such purchases to be made directly by a Department or Agency including those situations in which an emergency is thought to exist. An exception to this procedure may be the award of an emergency contract when an actual or imminent emergency affecting the public health, safety or welfare exists requiring the immediate delivery of the goods and services and the emergency occurs after business hours or weekends or holidays. See next section for the procedures to be used for the award of an emergency contract.

3. Emergency contracts

The following procedures must be followed when an emergency situation requiring the immediate purchase of goods and/or services is thought to exist.

a. An actual or imminent emergency affecting the public health, safety or welfare must exist requiring the immediate delivery of the goods or the performance of

the service.

b. The Purchasing Agent is designated as the representative of the Board of Chosen Freeholders to accept notifications of emergency.

c. The Department or Agency Head or his/her designee wherein the emergency has occurred shall notify the Purchasing Agent immediately by telephone or facsimile transmission of the need for the performance of a contract, the nature of the emergency, the time of its occurrence and the need to award an emergency contract through the issuance of a purchase order. The notification shall be first communicated by telephone or facsimile transmission, but shall be reduced to writing and filed with the purchasing agent as soon as practicable. If the emergency occurs after business hours or on weekends or holidays, the notification must be communicated on the first business day thereafter.

d. If the Purchasing Agent is satisfied that an emergency exists, the Purchasing Agent is authorized to award a contract or contracts for such purposes through the issuance of a purchase requisition and purchase order as may be necessary to respond to the emergent needs. If the emergency occurs after business hours or on weekends or holidays, the Purchasing Agent shall formally award the contract by preparing a purchase requisition and purchase order as soon as possible after notification of the emergency and the goods or services that were required to meet the emergency.

e. The County Administrator, Treasurer and Chief Financial Officer are also designated to take all actions described above.

4. Quotations

The Purchasing Agent is authorized to award all contracts, excluding professional services contracts and contracts for extraordinary unspecifiable services in an amount under the bid threshold without public bidding in accordance with the Local Public Contracts Law and the following procedures.

a. Two written quotations must be obtained prior to the issuance of a requisition and purchase order when the contract amount is between 15% of the bidding threshold and the threshold. The contract must be awarded to the vendor whose response is most advantageous, price and other factors considered.

b. One written quotation must be obtained prior to the issuance of a requisition and purchase order when the contract amount is less than 15% of the bidding threshold.

c. All written quotations, estimates, offers, agreement, contracts and all other

supporting paperwork associated with the purchase of goods and/or services below the bid threshold must be forwarded to the Purchasing Agent for review and appropriate action.

5. Competitive Contracts

a. Competitive Contracting in lieu of public bidding for contracts over the bid threshold may be used for those contracts listed at N.J.S.A. 40A:11-4.1. All questions regarding the procedure for using the competitive contracting process are to be submitted to the Purchasing Agent.

b. The County Administrator is authorized to administer the Competitive Contracting process in accordance with N.J.S.A. 40A:11-4.1 through 4.5 with the assistance of the Purchasing Agent.

ARTICLE X

Execution of Contracts and Legal Documents

1. All contracts and other legal documents authorized by resolution of the Board shall be executed on behalf of the Board by the Director of the Board, the Deputy Director, the County Administrator or Clerk of the Board as appropriate. Where the document is required by law, rule or regulation to be acknowledged and attested thereto, such instrument shall be signed by the Director of the Board, the Deputy Director, the County Administrator or Clerk of the Board as appropriate, and the Seal of the County shall be affixed thereto and attested by the Deputy Director, County Administrator, Clerk of the Board, or Deputy Clerk of the Board. Before the delivery of such legal document, the Solicitor of the Board shall approve the same both as to form and legality. The County Treasurer or Chief Financial Officer shall certify as to the availability of funds, where required, prior to authorization by the Board.

2. No Change Order involving the total of more than the amount set in accordance with N.J.S.A. 40A:11-1 et seq., with reference to any contract for labor, materials, or services, of any nature whatsoever, shall be permitted unless a resolution approving same is adopted by the Board of Freeholders prior to its issuance.

3. All Change Orders involving total sums of up to the amount set in accordance with N.J.S.A. 40A:11-1 et seq., shall be submitted by the department head, any contract agent, architect, or engineer, to the County Administrator for his/her approval prior to proceeding with authorizing the work to be performed or the purchase of material(s) or service(s), subject to adequate funds as certified to by the County Treasurer or Chief Financial Officer.

ARTICLE XI

Payment of Bills

The procedure for the payment of regular vouchers, claims, warrants and other orders for the payment of money, shall be as follows, unless otherwise provided by statute:

1. All County checks shall be signed on behalf of the County of Burlington by the Treasurer of the County of Burlington and by at least one of the following officers: Freeholder Director or County Administrator. The aforesaid signatures may be affixed through the use of mechanical plates or other mechanical means satisfactory to the banking institutions upon which they are drawn.

2. Vouchers, claims, and warrants representing just obligations of the County of Burlington shall be submitted to the office of the County Chief Financial Officer on forms furnished by the County where they shall be audited, signed by the County Chief Financial Officer or his/her designee or the County Administrator, and presented to the Board for its action when listed in detail in the supplemental binder. All such vouchers, claims and warrants properly itemized with documentation and certification supporting same shall be submitted by the responsible department head no later than the close of business on the Thursday preceding the regular meeting of the Board of Freeholders.

3. Vouchers, claims and warrants representing reimbursement for personal expenses, mileage, and petty cash for which a purchase requisition was not issued shall be submitted to the office of the County Chief Financial Officer properly itemized, with documentation and certification supporting same, where it will be audited, approved by the County Administrator or his/her designee, signed by the County Chief Financial Officer or his/her designee, and presented to the Board for its action when listed in detail in the supplemental binder.

4. The Board may, without the suspension of these rules, consider the authorization for the payment of bills when it is deemed necessary:

a. In cases where a discount is allowed within a limited discount period, they shall be audited, signed by the Chief Financial Officer or his/her designee, paid by the Treasurer, and presented to the Board for its confirmation when listed in detail in the Supplemental Binder.

b. Vouchers, claims, and warrants of other government agencies representing just obligations of the County of Burlington, shall be audited, signed by the Chief Financial Officer or his/her designee, paid by the Treasurer and presented to the Board for its confirmation when listed in detail in the Supplemental Binder.

c. Payment of claims between meetings of the Board and ratified thereby, except that, prior to being paid, such voucher shall be brought to the attention of the Director of the Board or his/her Deputy.

ARTICLE XII

Suspension and Amendments

1. These rules may be suspended and/or amended in the following manner:

a. The proposed suspension and/or amendment to these rules shall be submitted to the Board in writing at a meeting duly called in accordance with these rules, read aloud by the Clerk of the Board, and adopted by a majority vote of the Board of Chosen Freeholders.