

**Borough of Highlands  
Public Notice**

Please take notice that the following Ordinance was adopted on final consideration at the meeting of the Mayor and Council of the Borough of Highlands held on Wednesday, March 21, 2012. Copies of the Ordinance are available free of charge in the office of the Borough Clerk located at 171 Bay Avenue, Highlands, N.J. between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday. Copies are also available on the Borough's website [www.highlandsnj.us](http://www.highlandsnj.us).

**ORDINANCE O-12-3  
ADDING 2-3.5 (NEW SECTION) TO THE  
REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHLANDS,  
COUNTY OF MONMOUTH, STATE OF NEW JERSEY  
ESTABLISHING EDUCATIONAL REQUIREMENTS FOR ELECTED  
OFFICIALS**

2-3.5 (New Section) Education Requirement for Elected Officials.

a. Introduction. The following is the educational requirement for elected officials for the Borough of Highlands.

b. Purpose. The purpose of this policy is to ensure that the elected officials of the Borough of Highlands fully understand their responsibilities and to conduct themselves in an ethical manner at all times.

c. Basic Requirements. All newly elected officials must attend basic courses on their responsibilities and obligations (budgeting, policy setting, local government contracting, etc.). At least one (1) course must be completed by April 1 after taking office.

Additionally, all elected officials are required to take an ethics course no later than April 1 after taking office. It is recommended that they take an ethics course every other year for the duration of their term.

**Carolyn Cummins  
Borough Clerk**