

For approval of warrants under 41:56, we at DLS are giving this advice to municipalities -

1. Must 1st clarify that the board has already voted to designate one of its members to approve warrants for the board under 41:56. If it has not, the board needs a virtual meeting to vote to designate one of its members as an approver for the board under 41:56. See Executive Order on the Open Meeting law for virtual meetings.
2. If the board already has voted to designate a member to approve, the accountant or whomever can email the warrants to be approved to the designated signer and that person can email back that s/he approves the warrant including the warrant number and date or other identifier so as to maintain a record of what is being approved. Or the designated approver could send a picture of the signature page with his/her signature. But make sure the signature page identifies the warrant. The important thing is to ensure that the warrant being approved is clearly identified in whatever the designee is approving/signing – example warrant date and number. We've advised them to consult with local counsel if there are local requirements that apply.
3. 41:56 also then requires "that the member shall make available to the board, committee or other department head, at the first meeting following such action, a record of such actions."