

By-Laws Edits

The By-Laws for the Brooklyn Borough President's Community Boards shall conform to all New York City Charter provisions pertaining thereto. Nothing in these By-Laws shall be construed as to change, modify, or amend the New York City Charter.

ARTICLE I – TERRITORIAL LIMITS

This Board shall service the community within the area designated on the Community District Map adopted by the Board of Estimate on December 23, 1976, or any successor map adopted in accordance with §2702 of the City Charter, and shall be known as Brooklyn Community Board 13, ("The Board").

ARTICLE II – MEMBERSHIP

§ 1. The Board shall consist of:

- a. Not more than fifty persons appointed by the Borough President one-half of whom shall be appointed from nominees of the District Council members from the borough who have a *residence or business or professional or other significant interest in the district*.
- b. Not more than twenty-five (25) per cent of all such appointments shall be employees of the City of New York.
- c. The local Council members whose districts include any part of the Community District shall be ex-officio, non-voting members of the Board.
- d. Public Members:
 1. Members of the public (up to two per committee), who are otherwise eligible to be Board members through residence, business, professional or other significant interest, may be appointed by the Board Chair to serve on (but not chair) committees, sub-committees, and task forces, for one year renewable terms subject to Section 2800(i) of the New York City Charter. If a public member's eligibility changes, the member shall inform the Board Chair and District Manager immediately.
 2. Public members shall be governed by the same rules as full Board members, except as otherwise provided in these by-laws.
 3. Public members of committees, sub-committees, and task forces are counted towards the quorum of that committee or task force but may not vote at the full Board meeting. A separate vote of public members at committee, sub-committee or task force meetings may be reported to the Board for informational purposes.
 4. A public member, appointed by the Board Chair to serve on a committee, sub-committee, or task force, does not have the rights and privileges of a full Board member.
 5. Public members serve at the discretion of the Board Chair and may be removed by the Chair, for reasons including, but not limited to, three consecutive unexcused absences from one particular committee's meetings.

§ 2. Members of the Board shall serve terms of two years, one-half of the membership eligible for reappointment each year, per the latest edition of the City Charter.

- a. Compensation and Public Officers Law
 1. Members of The Board shall not receive any compensation for their service.
 2. Members of The Board are Public officers under the New York State Public Officers Law (chapter 47 article 2)
 3. As Public officers, Board members' positions shall be vacant upon the occurrence of any of the events set forth in New York Consolidated Laws/Public Officers Law/Article 3: Creation and Filling of Vacancies (<https://www.nysenate.gov/legislation/laws/PBO/A3>).

§ 3. Responsibilities of Members:

- a. Members shall attend all meetings except for a legitimate excuse when the members shall notify the Board Office or Chair prior to the meeting (See Article IV, §1)
 1. To be considered present at a Board Meeting, a member must be part of the first Roll call of the evening, which is the Vote on Acceptance of the Minutes
 2. Must sit in the designated area, and be present for the business portion of the agenda, which shall include all matters to be voted upon, unless there are extenuating circumstances of which the Office shall be notified.
 3. Be present for the Final Roll Call which shall take place after the Good and Welfare portion of the meeting.
 4. Members arriving late and/or leaving early must sign in and/or out, and designate the time which shall be recorded as part of the minutes. Attendance records shall be kept on file in the Community Board office.
- b. A board member shall not be deemed present at a meeting unless such member is in attendance during substantially all of the meeting, which is defined as arrival within one-half hour of the scheduled beginning of the meeting and remaining until the last roll call. Any member who missed three consecutive meetings, unless excused, shall be removed from the Board.
- c. A Board or Committee member may be excused from attendance at Board or Committee meetings for limited reasons, including but not limited to: for military service, for jury duty, in the event of severe personal illness or severe illness or death in the family or household, or attending to Board business at the request of the Chair or otherwise at the discretion of the Chair. A leave of absence from attendance at the Board or its Committees will be granted only in very limited circumstances by the Chairperson, and only after consultation with the Borough President's office.
- d. Members shall serve on the Board in their capacity as private citizens only. Their actions shall not be instructed by, or responsible to, any other organization with which they may be affiliated.
- e. Members shall participate on at least one Standing Committee. Any committee member who misses (2) consecutive committee meetings may be removed from that committee.
- f. Members must vote on all matters before the Board. Where a conflict of interest exists, Board members shall abide by the New York City Conflict of Interest Regulations, which require the member to declare their conflict prior to participating in any discussion, then recuse themselves from voting. This is the only condition by which recusal may be applied.
- g. No member or staff shall represent the Board's position on any matter unless duly authorized in writing by the Chair to do so.

ARTICLE III – OFFICERS

§1. The officers of the Community Board shall be Chair, 1st Vice Chair, 2nd Vice Chair, Secretary and Treasurer. Each officer shall perform such duties as hereinafter set forth and enumerated in accordance with these By-Laws and accepted rules of parliamentary procedure.

§2. Election of officers will occur on even numbered years, at a General Board Meeting to be held in June. The election procedures outlined below apply to even numbered years only. The term of office for each officer shall be for a period of two years commencing on July 1st and ending on June 30th of the second year. An officer may be reelected to the same position for a maximum of two consecutive terms.

§3. At the March Board meeting, the Board Chair will ask for volunteers to serve on the ad hoc Nominating Committee, consisting of five members. Two additional volunteers, beyond the first five, will be treated as alternates, available to serve in the event that any of the first five members are unable to serve

- a. The members of the Nominating Committee shall vote to select the committee's chair.
- b. The Nominating Committee shall meet as often as necessary in order to identify one or more candidates for each of the offices captioned in §1 above.

- c. The Nominating Committee shall actively encourage Board members in good standing (based on their attendance) to become candidates. No member of the Nominating Committee may be a candidate for any office, unless no other candidate for a given office emerges, in which case a member of the Nominating Committee may be nominated from the floor for such office. In such case, the member shall be automatically removed as a member of the Nominating Committee.
- d. The nominating committee shall make its report to the Community Board at the regular May meeting of the Board and shall put forward one or more members for each position. Members of the Board may offer additional nominees from the floor. All nominations from the floor must have oral confirmation by the nominee at the meeting.
- e. A written notice of all nominees suggested for Community Board offices as well as nominees offered from the floor at the May meeting shall be mailed or emailed to each member of the Board prior to the election of officers at the June Board meeting along with a written statement of qualifications for office submitted by each candidate. All candidate statements shall be mailed or emailed with the Notice of Election to each Board member along with the announcement of the June Board meeting.
- f. There shall be no further nominations from the floor at the June meeting, unless there is no nominee for an office.
- g. At the June meeting of the Board, there shall be a tabulation of votes for each of the offices captioned in §1 above. A person receiving a majority of the votes cast for each office shall be elected.
- h. Whenever there is more than one candidate for an office, each candidate for a contested office shall have three minutes at the June meeting to state why she or he wishes to serve and respond to questions from Board members, time limited at the discretion of the nominating committee chair.
- i. Voting shall be by written paper ballot, which shall have inscribed on it the Board member's name and signature. Votes shall be tabulated only by members of the Nominating Committee. The chair of the nominating committee will set the time line for balloting, which will be listed on the agenda.
- j. If no person receives a majority of the votes, the two candidates receiving the most votes shall have a runoff election at that time. In the event of a tie vote, further votes will be taken until a candidate is elected at said election meeting. If there is only a single candidate for a given office, the Board Chair may direct the Board Secretary to cast one vote in favor of the candidate.
- k. If, for any reason, an officer cannot fulfill their term, a special election will be held within three months of their departure to elect a replacement. The Nominating Committee will be reconvened in accordance with the procedures outlined above and all election procedures herein will be followed within this three month timeframe.

§4. Duties of Chair:

- a. To perform all duties as prescribed in the City Charter and any other duties as prescribed under law.
- b. To receive Calendars and notices of meetings of all City Agencies required to refer matters to the Community Boards pursuant to the City Charter and to inform the Board members of such Calendars and notices.
- c. To attend any meetings required by the Mayor and the Borough President pursuant to the City Charter or to designate a representative or representatives to attend.
- d. To open regular monthly meetings at the time and date at which the board is to meet by taking the chair, and calling the meeting to order.
- e. To announce the business before the Board according to the Agenda.
- f. To state and put to a vote all questions which are to be moved or necessarily arise in the course of the board's business and announce the result of the vote.
- g. To interpret and enforce along with the Parliamentarian Robert's Rules of Order except as otherwise provided by the By-Laws herein.

- h. To decide all questions of order.
 - i. To represent and stand for the Board and perform all necessary functions according to the decisions duly made by the Board including the communications of said decisions to the proper governmental agencies. Such communication shall be through the office of the Borough President or sent directly to the appropriate governmental agency with a copy of same forwarded simultaneously to the Office of the Borough President.
 - j. To authenticate all acts, orders and proceedings of the Board including the countersigning of all letters of whatever nature going out from the Board.
 - k. To be sole spokesperson for The Board in relation to the news media, agencies of the government and the public-at-large, except, as the chair shall otherwise specifically authorize.
 - l. To adjourn regular monthly meetings in accordance with Robert's Rules of Order.
 - m. To appoint and/or remove Chairs of the Standing Committees of the board, including co-chairs if deemed necessary, and members of all committees including special committees as may from time to time be deemed necessary for the best performance of the Board's function. Appointments to committees shall be made for one year commencing in September and the members thereof shall serve until September of the following year.
 - n. To prepare and deliver reports.
 - o. To keep the Officers informed of all information, orders, directives and other matters coming to the Chair's attention.
 - p. To provide direction to and oversight of the District Manager
 - 1. To perform annual performance evaluation of the District Manager in January, and may recommend annual salary adjustments for Officers' approval followed by full Board approval
 - 2. To recommend and oversee a process for recruiting and hiring a new District Manager should the position become vacant
 - q. To recommend to the Board any changes in the number or category of staff positions.
- §5. Duties of Vice-Chairs:
- a. The 1st Vice Chair shall preside at the regular monthly meeting in the place of the Chair when the Chair is absent.
 - b. The Vice Chairs shall assist the Chair when required.
 - c. The 1st Vice Chair shall succeed the Chair until a special election is conducted if the Chair can no longer serve before their term has expired. If the 1st Vice Chair is unable to serve, the 2nd Vice Chair shall serve until the special election is conducted.
- §6. The Chair and Vice-Chairs shall be ex-officio members of all committees of the Board.
- a. As per Robert's Rules, ex-officio members may vote on committee business, however they do not count towards a quorum
- §7. Duties of the Treasurer:
- a. The Treasurer shall be the fiscal officer of the Board and shall monitor the financial affairs of the Board.
 - b. The Treasurer shall oversee the use of Board funds including, but not limited to: funds from the City of New York and from fundraising activities and any related expenses, to ensure that funds are used in accordance with Board directives, City Comptroller Guidelines and all applicable laws, regulations and other requirements.
 - c. Verify and present quarterly and year-end financial reports to the Board.
 - d. Perform such other duties as required by these By-Laws or delegated to the Treasurer by the Chair or Board.
- §8. Duties of the Secretary:
- a. The Secretary shall be the recording officer of the Board ensuring that minutes of the regular monthly meetings and the minutes of such special or emergency meetings as may be called are

taken. The Secretary shall be assisted in the compilation and distribution of such minutes to the members by the District Manager and board office staff.

- b. The Secretary shall direct the District Manager to furnish a copy of said minutes to the Borough President, as requested, with concurrence of the Chair.

§9. Vacancy of Office:

- a. If the Chair can no longer serve or is unable to serve as Chair before the term of office has expired, the 1st Vice-Chair shall succeed the Chair until a special election is held within 3 months of the vacancy.
- b. If neither the Chair nor the 1st Vice Chair is able to serve, they shall be succeeded by the 2nd Vice-Chair, the Secretary, and, if the latter is unable to serve, they shall be succeeded by the Treasurer.
- c. In the event the offices Vice Chairs, Secretary or Treasurer become vacant, the Chair shall appoint a replacement until a special election, which shall be held within 3 months of the vacancy.

ARTICLE IV – REMOVAL OF MEMBER OR OFFICER

§1. Removal of a Board Member:

- a. A member will be removed from the Board for cause:
 1. Three consecutive unexcused absences, or more than 25 percent non-consecutive unexcused absences or lateness's in six months, unless notification has been received by the Board office prior to the scheduled meeting(s), or at the discretion of the Chair of the Board.
 2. Failure to adhere to these by-laws and their provisions.
 3. Failure to declare a conflict of interest;
 4. Soliciting, receiving or accepting any remuneration, exchange for a vote and/or favorable or unfavorable disposition on any item under consideration by the Board;
 5. Any form of Board representation not authorized by the Chair or the full Board in violation of Section 1(a) above;
 6. Felony conviction during term of service on the Board;
 7. A consistent pattern of behavior unbecoming a Board member.
- b. The process of removing a member from the Board will be initiated by the Chair and/or by the order of succession of officers.
 1. Said board member will be notified in writing by Registered/Return Requested mail, or by other communiques, e.g. email, et al. The member shall then have the right to appeal in writing.
 2. If, after thirty (30) days from the day of receipt of the notification of removal, the member does not respond, he/she shall be removed without any further action of the Board;
 3. If a member wishes to appeal their proposed removal from the Board, said member shall have the right to respond to the charges and specification, the right of counsel, and the right to produce witnesses and evidence on his/her behalf;
 4. The appeal will be heard by the Executive Committee of the Community Board. Such hearing must take place within sixty (60) calendar days of the notification of the proposed removal. After such hearing, removal shall be voted upon and such removal shall require a majority vote of the Board.

ARTICLE V – EXECUTIVE COMMITTEE:

§1. The Board shall have an Executive Committee consisting of the officers of the Board, and one chair from each standing committee. Each member of the Executive Committee shall have one vote. Officers of the Board who may also be a committee chair will get only one vote.

§2. The Board Chair shall determine the agenda of Executive Committee meetings. The Executive Committee may suggest agenda items.

§3. Notice shall be given to all members of the Community Board of meetings of the Executive Committee.

§4. The Executive Committee shall have the ability to recommend to the Chair that a standing or sub-committee be created or disbanded.

§5. During any month when the full Board does not meet, the Executive Committee may transact such business as necessary.

§6. An emergency meeting of the Executive Committee may be called when decisions are required immediately during months when the full board does not meet. Notice for an emergency meeting may include telephonic, electronic, or other rapid means of communication and notification of such meeting must be sent to all Board members and appropriate elected officials. Such meetings shall be governed by the same procedures as a regular Executive Committee meeting. When time is of the essence, the Executive Committee may act on behalf of the Board; such decision will be brought to the Board at the next regularly scheduled meeting.

- a. During July and August (when the board customarily does not convene), when time is of the essence and the Executive Committee must consider a resolution made by another committee, before ratification by the full Board, members of the originating committee shall be specifically invited to attend the Executive Committee's deliberations and be given an opportunity to speak at the Executive Committee.
- b. If the Executive Committee revises another committee's resolution, any member of that committee may present the original committee resolution before the Board meeting during the Executive Committee's report.

ARTICLE VI – STANDING COMMITTEES:

§1. There shall be the following Committees, at the discretion of the Chair, including but not limited to:

- a. Economic Development – Fostering economic growth and developing programs that help businesses and entire business sectors achieve success, helps create jobs and positions.
- b. Education, Library and Youth Services – All issues related to Department of Education, School Construction Authority, high-quality youth, family programming and community development programs. Building and expanding on partnerships that generate innovative and practical programs for youth, their families and communities.
- c. Environment and Sanitation – Environment, air quality, hazardous waste, critical quality of life issues, including noise. Waste reduction programs including recycling, composting, street sweeping, clearing snow from our roadways, littering and illegal dumping.
- d. Health, Aging and Social Services - All Federal, State and Municipal programs pertinent to senior citizens and Emergency Medical Service - health related issues for general public and issues and initiatives impacting the veteran and military community.
- e. Housing – Homeowners, residential and tenants' issues, construction permits, properties inspections, licensing, place of assembly permits with focus on safety, service and integrity. Affordable housing in a safe and secure living, quality of life.
- f. Land Use (Zoning, Landmarks and Planning) – Strategic growth, transit-oriented development. Sustainable community, consensus-based planning and zoning changes, community facilities, demography, waterfront and public space, land use and landmarks review.
- g. Parks and Recreation – Park land and individual properties ranging from Coney Island Beach to community gardens and Greenstreets, athletic fields, playgrounds, tennis courts, public pools, recreational facilities, nature centers, monuments, historic house museums, street trees. Recreational and athletic facilities and programs, free concerts, world-class sports events, and cultural festivals. Supporting and strengthening vibrant cultural life, including theater, dance, music, visual arts and film.

- h. Public Safety and Fire – All issues related to – Police Department, Fire Department , Courts, District Attorneys, Special Narcotics Prosecutor, Civilian Complaint Review Board (CCRB), Criminal Justice Coordinator, Emergency Management Department (OEM), Community Emergency Response Team (CERT), and homeless.
- i. Transportation – Mass transportation agencies and facilities, provide for the safe, efficient and environmentally responsible movement of people and goods and maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life.
- j. Resiliency – Following the impact of superstorm Sandy in 2012, this committee was formed to consider the potential for disaster mitigation and adaptation from natural and man-made forces. The mission of the committee is to foster awareness within the community of the necessity to anticipate and prepare for risks. The committee liaises with public agencies and others involved in providing strengthening and hardening efforts that will support the long term resiliency of the community in its efforts to remain safe. The committee also serves to inform the public of necessary crisis management in times of emergency.
- k. Licensing – To interview applicants and review and make recommendations on license applications brought before Community Board 13, including but not limited to Liquor and Cannabis.

§2. Each Committee shall have no less than 5 members and no more than 11, all of who must be members of Community Board 13 and may include up to 2 public members.

§3. The Chair shall appoint ad hoc committees as the need arises.

ARTICLE VII – DISTRICT MANAGER:

§1. Appoint:

- a. The Chair shall appoint a selection committee to review applicants and submit their recommendations to the Board.
- b. Any applicant should not be a member of the committee.
- c. The recommendations of the committee shall not be binding on the Board. At least 2 candidates must be presented to the board by the Selection Committee for approval by the board.
- d. A District Manager shall be hired upon obtaining a majority vote of the Board present. In the event that the candidate is not selected by the Board, the Selection Committee will re-open deliberations and present new candidates prior to the next Board meeting.
- e. The District Manager shall serve at the pleasure of the Board and may only be suspended or discharged in accordance with the provision of §2 and/or §3 of this Article.

§2. Suspension:

- a. The District Manager may be suspended with or without pay by a simple majority of the entire Board at any regular meeting.
- b. Upon such suspension and at the same meeting voting such suspension, the Chair shall convene the Executive Committee who will review the reasons for said suspension. Such review shall be made within 10 days following the convening of said committee and must report its findings at the next regular meeting of the Board.
- c. The District Manager and the office staff must cooperate with the committee to review and shall be afforded the right to present witnesses or other evidence to the committee
- d. The Committee shall give the person suspended notice in writing of the committee's meeting by registered or certified mail, return receipt requested, and failure to attend at such meeting shall be considered sufficient cause for discharge.

§3. Discharge:

- a. After hearing the report of the committee to review together with any statement the District Manager or member of the office staff wishes to make, the Board shall determine if the suspension of the person involved is to be lifted or whether the persons involved are to be discharged. Such vote to discharge shall be by a vote of the majority of the Board present.

§4. Facilities:

- a. The Board shall provide the District Manager and the office staff with an acceptable office, supplies and equipment.

§5. Duties of the District Manager:

- a. The District Manager shall assume the following duties and responsibilities under the direction and oversight of the Board Chair:
 1. Preside at meetings of the District Service Cabinet and, in conjunction with the District Service Cabinet, develop plans for improved service delivery and for facilitation and coordination of delivery services at the district level.
 2. Serve as liaison between the Community Board and Governmental agencies and the community at large.
 3. Process service complaints and coordinate all service-related actions and operations within the community district
 4. Cooperate with, consult, assist, and advise any public officer, agency, local administrators of agencies, legislative bodies, or the Borough President in accordance with the Board's policies with respect to any matter relating to the welfare of the district or its residents.
 5. Assist the Board Chair, committee chairs and co-chairs in carrying out their responsibilities, including:
 - a) Guiding the Board and its committees through the various phases of participation in the City's budget process, and preparing necessary testimony and other paperwork.
 - b) Conducting research and developing policy recommendations as requested.
 - c) Attending and reporting on hearings, meetings and public functions relevant to the effective and efficient functioning of the Community Board office, including any such hearings, meetings, and public functions which the Board Chair, Executive Committee or the Board shall direct the District Manager or other staff person to attend.
 6. Promptly direct all pertinent incoming communications or information to the Chair, Treasurer, committee chairs and Vice Chairs, or other appropriate Board member.
 7. Perform other duties as assigned by the Board Chair in accordance with the general powers and duties of the Chair.
- b. The District Manager in consultation with the Executive Committee shall be responsible for the hiring and firing of the Community Board Staff. Additionally, the District Manager will (in January) perform annual review of district office personnel and recommend annual salary adjustments subject to approval by Executive Committee, followed by full board approval.
- c. Recommend and oversee a process for recruiting and hiring new staff, should vacancies arise.

ARTICLE VIII – MEETINGS

§1. Regular meetings.

- a. There shall be at least one regular monthly meeting of the Board, usually on the fourth Wednesday of each month except during the months of July and August at such time and place as shall be designated by the Chair in the notice of the meeting sent to the Board members as hereinafter provided, unless scheduled meeting date falls on a holiday, in which case the meeting date may be rescheduled by the Board Chair.
- b. A quorum to convene any meeting shall be a majority of members of the Board.
- c. All action shall be decided by a majority vote of those members present.
- d. All meetings of the Board shall be open to the general public. The Board may close such sessions to the public by a majority vote of the Board.
- e. The board shall be guided by the City Charter.

- f. In acting on Uniform Land Use Review Procedures, the Board shall be guided by the procedures outlined in Article 4 of the U.L.U.R.P. 197C of the City Charter.

§2. Special Meetings:

- a. A special meeting shall be a meeting other than the regular monthly meeting and shall be called as a result of one of the following:
1. at the discretion of the Chair, or
 2. upon the written direction of at least one-third of the appointed members of the Board.
- b. A special meeting shall be called upon at least five days prior by written notice, specifying the purpose of the meeting, agenda, time, and place. Only those matters specified in the notice may be considered.

§3. Emergency Meetings:

- a. An emergency meeting shall be a meeting in the manner of a special meeting but in circumstances where time is of the essence and decisions are required immediately and five days notice cannot be given.
- b. At least forty-eight (48) hours' notice must be given for an emergency meeting and may include telephone, email or other rapid means of communication.

§4. Committee Meetings:

- a. There shall be as many Committee meetings as the Chair of the Board and/or the Chair/Co-Chairs of the Committee may deem necessary and proper in the carrying out of its duties and functions.
- b. All Committee meetings are open to the General Public, with the exception of Executive Session, as defined by Robert's Rules of Order.

§5. Open Meeting Amended Procedures

- a. Effective July 3, 2023, voted at the June 28, 2023 board meeting: Open Meeting amended procedures provided by NYS Open Meeting Law Chapter 56 of the Laws of 2022, as set forth in this resolution to permit modified hybrid meetings.
1. Full board, committee and task force meetings will be held in person.
 2. Meetings may be held with some members attending remotely, but a quorum of board members must attend in person.
 3. The circumstances or conditions under which members will be permitted to participate from remote locations are as follows (circumstances should qualify as "extraordinary"):
 - (a) Disability or unexpected illness, caregiving responsibilities or weather conditions that prevent safe travel.
 - (b) Medical condition creating vulnerability to COVID, verified with a doctor's note.
 4. Meeting procedure for remote attendance:
 - (a) When a member attends virtually, the name and specific reasons for virtual attendance must be noted in the board minutes or audibly stated for the meeting recording when a note taker is not present.
 - (b) Any member participating virtually by reason of a disability will be counted towards a quorum and may vote. Any other member participating virtually due to "extraordinary" circumstances cannot be counted towards a quorum but may vote.
 - (c) Any participating member appearing virtually must at all times be able to be "heard, seen and identified", i.e. they must be continuously visible on video with identification.
 - (d) The public and presenters will be permitted to attend remotely and participate.

ARTICLE IX – AGENDA

- §1. An agenda shall be drafted by the Chair of the Board who may request the assistance of the District Manager at least seven days before each regular monthly meeting. The Agenda shall outline the Board

Chairperson's and Borough President's suggestion of business to be transacted at the meeting. This Agenda, together with the minutes of the last meeting, shall be mailed at least seven days before the next regular meeting by First Class Mail or sent via email. No matter of substantial public interest or involvement shall be decided upon by the Board without that matter having been placed on the Agenda that was sent to members in advance of the meeting and pursuant to the notice as described above without the consent of those members in attendance at the affective board meeting.

§2. The Agenda shall consist of the following:

- a. Public Hearing:
 1. In the event a Public Hearing is required or requested by the Board Chair or a Committee Chair, said public hearing will be held prior to a Committee making its recommendation or resolution. This will afford the public the opportunity to be heard prior to a committee making its recommendations to the entire board. Chapter 70, §2800, (h) of the City Charter shall govern the conduct of all public hearings. In the interests of affording the maximum opportunity of all citizens to be heard, the Chair shall limit the period allotted speaking time to three minutes for each speaker. A member of the Board may ask questions but may not, at this time, state an opinion without relinquishing his/her right to vote.
 2. All members of the public that wish to be heard must register prior to the opening of the meeting.
- b. Presentations/Speakers:
- c. Business Session -- General Board Meeting: the Business Session shall be that portion of the Board meeting where only members of the Board may debate the issue and vote thereon. Prior to the commencement of discussion upon an issue presented to the Board, it shall be understood that Board members shall be limited to a three-minute time limit. The public is invited to be present as observers of the Board's proceedings.
 1. Public Session – open to all registered speakers, with time of three minutes; or at the discretion of the Chairperson.
 2. Elected Officials and/or Representatives
 3. Adoption of Minutes of last meeting
 4. Board Chair's report
 5. District Manager's report
 6. Treasurer's Report
 7. Communications and Correspondence
 8. Reports of Committees
 - a) Old Business
 - b) New Business
 9. Roll Call (often taken at the last committee vote)
 10. Good and Welfare (as defined by Robert's Rules of Order)
 11. Adjournment

The order can be changed at the discretion of the Chair.

ARTICLE X – VOTING

§1. Voting:

- a. Voting shall be by roll call vote or written ballot, unless the vote is a unanimous vote in which case the Secretary will cast one ballot on behalf of all voting members.
- b. All voting at the Board meetings shall be in person only, except as prohibited by executive order of the Mayor or Governor, as may occur during a public emergency.
- c. No proxy vote is permitted.

ARTICLE XI – AMENDMENTS

§1. Initiation:

These By-Laws may be amended by resolution of the Board adopted after two consecutive regular meetings by a majority vote of the Board at the third consecutive meeting. The full text of the proposed amendment shall be included in the notice of each such meeting. Amendments shall take effect for the following Community Board term, unless mandated by an oversight agency. Changes in these By-Laws may be suggested by any member by submitting to the Executive Committee the proposed change in writing.

ARTICLE XII -- RULES OF ORDER

§1. The Board may adopt such rules and regulations which it deems necessary to its individual operations not in conflict with the New York City Charter.

§2. Robert's Rules of Order shall govern all matters pertaining to Parliamentary procedure that are not covered by these By-Laws. The Chair may appoint a Parliamentarian who shall possess the most recent edition of Robert's Rules of Order at Board meetings and who shall decide questions regarding rules of order.

§3. The Chair may appoint a Sergeant-At-Arms to assist the Chair in maintaining the decorum of Board members at Community Board meetings.

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