



COMMUNITY BOARD NO. 18

1097 BERGEN AVENUE • BROOKLYN, NEW YORK 11234-4841
718.241.0422 tel
718.531.3199 fax
bk18@cb.nyc.gov

Eric L. Adams - Mayor

Antonio Reynoso - Borough President

Naomi Hopkins - Chairperson

Sue Ann Partnow - District Manager

Dorothy Paul - Assistant District Manager

Gail Fazio - Community Assistant

BY-LAWS

The By-Laws for the Brooklyn Community Board shall conform to all the 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. In cases of conflict between the provisions of the New York City Charter and the By-Laws, the provisions of the Charter shall govern.

I NAME

The name of this Board shall be known as: Community Board No. 18, Borough of Brooklyn.

II AREA

This Board shall serve the community within the area designated on the Community District Map adopted by the Board of Estimate on December 23, 1976, or as thereafter amended.

III OFFICERS

The Officers of the Board shall be:

- Chairperson
- 1st Vice Chairperson
- 2nd Vice Chairperson
- Secretary
- Treasurer

IV OFFICERS' ELIGIBILITY

To be eligible for any office of the Board, a member first must have been appointed to the Board by the President of the Borough of Brooklyn and have served one (1) year as a member of the Board.

V NOMINATIONS AND ELECTIONS OF OFFICERS

1. With the exception of the year of the adoption of these By-Laws, each Officer shall serve for a term of one (1) year with the term beginning at the Special Election held in June and terminating at the June Special Election held the following year.
2. A Nominating Committee consisting of seven (7) Board Members, including its Chairperson, shall be appointed by the Chairperson in April. The report of the Nominating Committee shall be submitted at the May Meeting when Nominations for Officers will also be open from the floor. Additional Nominations will require a second from another Member of the Board in order to be placed on the Ballot. Elections will be held at a duly constituted Special Meeting of the Board in June of the following year.
3. The Candidate who receives a majority number of votes cast for such office shall be deemed elected.
4. Every Member of the Board attending the Meeting shall be entitled to one (1) vote to be cast by said Board Member.
5. A reasonable limitation of time shall be set by the Chairperson for nominating and seconding speeches at the nominating session.
6. The Chairperson shall ensure that the Nominating Committee reflects the diversity of the Board and the community it serves, to promote inclusivity and fairness in the nomination process.
7. The Candidates for Office shall provide to the Nominating committee a resume that includes the names and qualifications of all candidates considered for each officer position
8. The resume(s) shall be circulated to all Board members at least two weeks prior to the May Meeting, to allow for adequate review and discussion.
9. All Board members shall have the opportunity to ask questions of candidates nominated for office at the Nominating Committee meeting in December, and those questions should be answered publicly.
10. Term limits for officers:
 - a. Each officer may serve for a maximum of (3) consecutive terms. After serving (3) consecutive terms, officers must step down from their position for at least (1) year before being eligible for re-election.
11. Protocol for removal of executive board members:

- a. The Board may initiate the removal of an executive board member by good cause only by a two thirds (2/3) majority vote of the total membership of the Board, provided that the member in question has been given notice of the motion to remove them and has been given an opportunity to be heard.
- b. If a motion is made and voted on by a majority of the Board to remove an executive member, the Chairperson or in the event the Chairperson is the aggrieved party, the 1st Vice Chair will appoint a committee of five (5) Board Members who will serve to evaluate the reasons for such removal and then report to the Board Members as to their findings.
- c. Grounds for removal of an executive board member may include, but are not limited to, neglect of duties, violation of Board policies or Bylaws, or conduct unbecoming of a Board member.
- d. If an executive board member is removed from office, the Board shall elect a replacement to serve the remainder of the term.

VI. **DUTIES OF OFFICERS**

1. **The Chairperson:**
 - a. Shall be Chief Executive of the Board.
 - b. Shall be authorized to call any special or regular meetings of the Board and all Public Hearings. Shall preside at all such meetings.
 - c. The committee appointments shall be announced at the June Meeting of the Board and shall be effective until the next June Meeting for a one (1) year term.
 - d. Shall have the authority to appoint, suspend or remove Chairpersons of Standing Committees and Special Committees. Such Committees, as appointed by the Chairperson, shall serve at the pleasure of the Chairperson, provided that any suspension or removal of a Chairperson must be accompanied by a written explanation provided to the Board and the affected Committee. The Board may overturn any such suspension or removal by a simple majority vote. This shall be in keeping with the provision of 2800 of the NYC Charter.
 - e. Shall appoint a Parliamentarian to keep order at meetings and make parliamentary decisions at meetings in accordance with Roberts Rules of Order.

- f. Shall have the power to interpret all questions of Law and Procedures pursuant to these By-Laws with the advice of the Parliamentarian.
- g. Shall recommend candidates with the assistance of a Screening Committee for the position of District Manager including all necessary staff for the Board's consideration and appointment, and upon such an appointment he or she will supervise their activities.
- h. Shall turn over all records to his or her successor.
- i. Shall send a notice of meetings to the Borough President's Office in sufficient time for designation of Borough President's liaison personnel to attend meeting.
- j. Shall send a Notice of the time, place and subject of a Public Hearing for all actions, for publication in an issue of the Comprehensive City Planning Calendar to be distributed not less than ten (10) calendar days prior to the date of the Hearing.
- k. Prepare and deliver Chairperson Annual Report to proper authorities as required by Law.
- l. Shall meet with the Chairperson of all Boards in Brooklyn.
- m. Shall serve in whatever capacity is required or mandated by Law.
- n. Shall be the sole spokesperson for the Community Board.
- o. Shall be Ex-Officio Member of all Committees except for Nominating Committee.
- p. The Board shall have the power to overrule the Chairperson's decision by a motion made and seconded by a member and with a simple majority vote of the Board Members present.
- q. The Chairperson shall not serve for more than three (3) consecutive terms. After three (3) consecutive terms, the Chairperson must step down and cannot be reelected until at least one (1) year has passed.

2. **The 1st Vice Chairperson:**

- a. Shall have the same power, authority and duties as the Chairperson in the event the Chairperson is absent or unable to perform the duties of Office for that meeting only.
- b. Shall perform such duties as designated by the Chairperson.

- c. In the event of a vacancy of the position of Chairperson, shall succeed to that position for the balance of the unexpired term.

3. **The 2nd Vice Chairperson:**

- a. Shall have the same power, authority and duties of the Chairperson and 1st Vice Chairperson in the absence of both or when they are unable to perform their duties of Office for that meeting only.
- b. Shall perform such duties as designated by the Chairperson.
- c. In the event of a vacancy of the position of 1st Chairperson, shall succeed to that position for the balance of the unexpired term.

4. **The Secretary:**

- a. The duties of the Secretary shall be to perform all duties assigned by the Chairperson of the Board. If the Chairperson and both Vice Chairpersons are absent from a meeting or they are unable to perform their duties of Office, then the Secretary shall assume the duties of Chairperson for that meeting only.
- b. Shall send Notice of all Meetings, Public Hearings and all other appropriate communications to the Members of the Board.
- c. Shall ensure that all votes taken during Board Meetings are accurately recorded in the Meeting Minutes.
- d. Shall be responsible for the distribution of the Meeting Minutes and any other documents or reports deemed necessary by the Board, to all Board Members in a timely manner.

5. **The Treasurer:**

- a. Shall serve as the Chairperson of the Capital & Expense Budget Committee. If the Chairperson, both Vice Chairpersons and the Secretary are absent from a meeting or they are unable to perform their duties of Office, then the Treasurer shall assume the duties of Chairperson for that meeting only.
- b. At the June meeting each year in conjunction with the DM shall propose an annual budget of expenditures of funds received for the Boards operations.

- c. Shall prepare a standard quarterly report of Community Board 18's allocated office budget in October, January, April & June.
- d. Shall prepare an annual report each October of the total funds expended for the Board office budget for the previous FY.
- e. Shall review and prepare submission recommendations in September for NYC Capital and Expense Budget to be presented at the October meeting of the Community Board in conjunction with the District Manager and the Capital and Expense Budget Committee.

6. **The Parliamentarian**

- a. Qualifications for the Parliamentarian shall include experience in parliamentary procedure, knowledge of the Board's By-Laws, and ability to remain impartial during Board proceedings.
- b. The Parliamentarian shall be responsible for advising the Chairperson and Board Members on matters of parliamentary procedure and ensuring that all Board proceedings are conducted in accordance with the By-Laws.
- c. The Parliamentarian shall attend all Board meetings and shall ensure that accurate records of all votes are maintained.
- d. In the event that the Parliamentarian is unable to fulfill their duties, the Chairperson shall appoint a temporary replacement for the duration of the Parliamentarian's absence.

7. **District Manager:**

- a. Shall have responsibility for processing service complaints.
- b. Shall preside at meetings of the District Service Cabinet and at any meetings with City Agencies.
- c. Shall attend and participate in Community Events and Civic Associations at the Chairpersons discretion.
- d. Shall record all Applications subject to the Land Use Review Procedure and State Liquor authority applications coming before the Board and shall keep a record of the same for a minimum of seven (7) years.
- e. In conjunction with the Budget Committee, we shall solicit Capital & Expense Budget recommendations for budget submissions from Board Members and the community at large in August of each year.

- f. Shall perform such other duties as are assigned by the Chairperson of the Community Board.

VII COMMITTEES

- a. Committees shall hold meetings prior to Board meetings relating to any issues which may come before the Board at the next regularly scheduled meeting to discuss pertinent issues and provide reports on their progress.
- b. In conjunction with the District Manager, each committee shall submit a report outlining their activities as issues relating to said committee to the Community Board. Said reports shall be submitted to the District Manager to be included on the agenda of the next meeting.
- c. The Chairperson of each committee shall be responsible for ensuring that their committee's report is accurate and complete. The Chairperson shall also be responsible for presenting the committee's report to the Board at the regular meeting.
- d. Each Board member shall be provided with a form to select up to three committees to join. The form shall require the member to provide a rationale and qualifications for their choices.
- e. The membership of each committee may include both voting board members and non-voting community residents who possess relevant expertise or experience in the committee's area of focus. The committee chairperson shall be responsible for ensuring that the committee's membership is representative of the community and its needs, and for providing regular updates on the committee's activities and progress to the Board

The Chairperson may appoint Committees including but not limited to the following:

1. **Planning and Zoning & Economic Development**
2. **Public Safety & Emergency Preparedness**
3. **Sanitation and Environment**
4. **Parks**
5. **Transportation**
6. **Social Services, Health & Older Adult Services**
7. **Housing**

8. **Libraries and Education**
9. **Youth & Technology**
10. **Capital & Expense Budget**
11. **SLA Licenses**

VII **RESPONSIBILITIES OF COMMUNITY BOARD MEMBERS**

1. Shall attend all Meetings.
2. If appointed to a Committee, the Board Member shall participate actively.
3. May vote in person on all matters before the Board, except where there is a conflict of interest.
4. Upon request of the Chairperson by 20 duly appointed Members of the Board in writing, a Special Meeting may be called.
5. Shall conduct themselves in a professional and respectful manner towards other Board Members, staff, and members of the public during all meetings and interactions related to the Community Board.

IX **QUORUM**

Public Hearing

Any Public Hearing shall require the presence of at least (7) appointed members of the Board. A recommendation by the Committee responsible for the Public Hearing shall be required to offer a recommendation to the full Board which will be voted on at the regular Board meeting immediately following the Public Hearing.

- a. The Minutes of a Meeting at which a Public Hearing was held shall record the individual members present.
- b. The actual record of the Public Hearing shall consist of the following:
 1. A recording of the proceeding.
 2. A form listing the names and addresses of the speakers and whether in support or opposition on the subject matter.
 3. The exhibits or written statements of each speaker.

X **MEETINGS OF COMMUNITY BOARD**

1. The Board shall meet at least once a month, except during July and August, but Meetings may be called by the Chairperson for these

months.

2. A majority of the appointed Board Members of Community Board 18 shall constitute a quorum, except when otherwise required by Law.
3. The adoption of a Community Board recommendation shall be by a vote of Board Members which results in approval by a majority of the appointed Members voting who are present at the duly called Board Meeting.
4. A Community Board recommendation shall be in writing and shall include a statement of the proposal, the time and place of any Public Hearing on the Application, the time and place of a Meeting at which the recommendation was adopted and the vote by which the recommendation was adopted.
5. All motions brought before the Community Board for consideration and vote of the Board, may only be made and seconded by a Board Member.
6. Any new motion brought to the floor of a meeting of Community Board 18 that has not previously been made known to in writing to Board Members, shall automatically be tabled until the next Community Board meeting. The District Manager shall be required to include such a motion in the agenda notification for the meeting immediately following the meeting at which said motion was made.
7. The Board may allow for virtual attendance and participation in meetings, in accordance with applicable laws and regulations.
8. Members of the public shall be given a reasonable opportunity to speak at meetings of the Community Board. The Chairperson may impose reasonable time limits on individual speakers to ensure that all members of the public who wish to speak are given an opportunity to do so.

XI **EXECUTIVE COMMITTEE**

1. Members to include the Chairperson, 1st Vice Chairperson, 2nd Vice Chairperson, Secretary, and Treasurer.
2. Notice with an Agenda must be given to all Board Members of the Scheduled Meetings with an opportunity to attend and observe the action of the Executive Committee.
3. A quorum shall be a majority of the members of the Executive Committee.
4. All salary and/or raises of the office staff shall be recommended by the Executive Committee and approved by a majority of the Board Members.

XII **MINUTES**

1. Minutes of each meeting shall be transmitted to the President of the Borough of Brooklyn and the City Planning Commission.

2. Minutes shall be kept available, and copies shall be furnished upon request, to any person or organization requesting same.

XIII **REMOVAL OF OFFICER OR MEMBER**

Any Officer or Member of the Board may be removed from the Board for cause, by the Board in the following manner:

1. Motion made to recommend removal proceedings can be made at any Regular Meeting of the Board.
2. The Board may initiate the removal of any Board Member by good cause only by a two thirds (2/3) majority vote of the total membership of the Board, provided that the member in question has been given notice of the motion to remove and has been given an opportunity to be heard.
3. The Member in question must be afforded the right to a Hearing upon due notice, at which they shall have the right to Counsel to be heard in their own defense and to call witnesses on their behalf. After hearing, removal may be voted by two thirds (2/3) majority vote of all the Appointed Members of the Community Board.

XIV **AMENDMENT OF THE BY-LAWS**

1. Motions to amend these Bylaws may be duly made in writing at any Meeting of the Board. Said motion to amend Bylaws shall be automatically tabled and then referred to the Bylaws Committee who shall meet prior to a future Board Meeting to consider same. Said recommendation shall be part of the agenda at a future Board Meeting and shall include the recommendation of the Bylaws Committee. Bylaw changes must be approved by a two thirds (2/3) vote of Board Members present provided there is a quorum.

XV **RULES OF ORDER**

1. Each Board may adopt such Rules and Regulations as it deems necessary to its individual operation except where it conflicts with the Rules and Regulations under the New York City Charter.
2. Where the vote is taken by roll call, the report shall include the votes of the individual Community Board Members.
3. A Board Member may address any issue pertinent to the discussion at a meeting after being recognized by the Chair to speak. The public may speak at a duly constituted "Public Hearing" or at the "Open Discussion" portion of a regular Board Meeting after being recognized by the Chair. The Chair may impose a time restriction on all persons requesting to speak at a Board Meeting or Public Hearing. No person may be recognized more than once on any subject matter.

4. Board Meetings shall be open to the public with the following exceptions:
 - a. Emergency Executive Committee Meetings.
 - b. Nominating Committee Meetings
 - c. Meetings or Executive Sessions may be closed to the public when deemed necessary by the Chairperson and when same is not in violation of Law.

5. Members of the community who have residence or business, professional or other significant interest in the district may be afforded an opportunity by the Chairperson to be heard at the Board Meeting under the following circumstances:
 - a. That the Chairperson or Secretary is notified at least three days in advance of the meeting of the matter to be brought up before the Board for its attention.
 - b. That the aforesaid matter must be one of general or common interest to the community and the Board at the discretion of the Chairperson.
 - c. Each speaker shall be limited to a period of no more than three (3) minutes unless otherwise permitted by the Chairperson.
 - d. In an emergency only, the Chairperson may permit a matter to be brought before the Board subject to (b) and (c).

End...