



## MINUTES FOR THE MAY 29, 2024 MEETING OF THE NEW YORK CITY CHARTER REVISION COMMISSION

A duly noticed meeting of the New York City Charter Revision Commission 2024 was held in the Roosevelt House Public Policy Institute Auditorium in Manhattan, at 1:00 pm on May 30, 2024.

The Chair, Carlo Scissura, presided at the meeting. The Chair called the meeting to order at approximately 1:06 p.m. Also present were the following members of the Commission:

- Dr. Hazel N. Dukes
- Ken Ngai
- Kyle Bragg
- Reverend Herbert Daughtry, Sr.<sup>1</sup>
- Ruben Díaz Jr.
- Lorraine Grillo
- Christopher B. Lynch<sup>2</sup>
- Stephanie McGraw
- Max Rose
- Jackie Rowe-Adams
- Bishop Gerald G. Seabrooks
- Rabbi Chaim Steinmetz

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<sup>1</sup> Not present during motion to confirm Resolutions No. 1 - 3

<sup>2</sup> Not present during motion to confirm Resolutions No. 1 - 3

Upon motion by Chair Scissura as seconded by Vice-Chair Dukes, the following resolutions were considered:

**Resolution No. 1**

**Resolution of the Charter Revision Commission to designate staff and establish authority to conduct business of the Commission.**

WHEREAS, on May 22, 2024, the Mayor of the City of New York established the Charter Revision Commission pursuant to sections 36(4) and 36(6)(d) of the Municipal Home Rule Law of the State of New York; and

WHEREAS, the Mayor of the City of New York has appointed thirteen individuals to serve as the New York City Charter Revision Commission (hereafter “the Commission”) pursuant to Section 36(4) of the Municipal Home Rule Law; and

WHEREAS, this Resolution is intended to promote the effective functioning of the Commission as it undertakes its mandate of reviewing the New York City Charter in its entirety; and

Now, therefore, be it RESOLVED that the Commission hereby appoints Diane Savino as Executive Director of the Commission and Edward Kiernan as General Counsel of the Commission;

And may it be further RESOLVED, that consistent with section 36 of the Municipal Home Rule Law, the Executive Director shall have the power to conduct the day-to-day business of the Commission, including but not limited to the authority to enter contracts on behalf of the commission, appoint and remove staff, fix their compensation, and establish policies and procedures for staff necessary to ensure the professional and orderly conduct of the staff’s work;

And may it be further RESOLVED, that the Executive Director may request and accept any and all services, facilities, materials, data or funds on behalf of the Commission in accordance with Municipal Home Rule Law § 36;

And may it be further RESOLVED, that the Commission delegates to the Chair, who may further delegate duties to the Executive Director, the power to take all steps necessary, consistent with any actions taken by the Commission, to ensure that the Commission meet as appropriate, including scheduling and providing notice of meetings and hearings, and preparing and distributing agendas and determining the order of business for meetings and hearings.

Dated: May 29, 2024

Confirmed by a vote of 11 in favor, 0 opposed, and 0 abstentions.

### **Resolution No. 2**

#### **Resolution of the Charter Revision Commission establishing an order of succession to the Chair.**

WHEREAS, on May 22, 2024, the Mayor of the City of New York established the Charter Revision Commission pursuant to sections 36(4) and 36(6)(d) of the Municipal Home Rule Law of the State of New York; and

WHEREAS, the Mayor of the City of New York has designated Carlo Scissura to serve as Chair of the Commission, Hazel Dukes to serve as Vice-Chair of the Commission, and Kenneth Ngai to serve as Secretary of the Commission.

WHEREAS, this Resolution is intended to ensure continuity of operations of the Charter Revision Commission in the absence of the Chair; and

Now, therefore, be it RESOLVED that the Commission hereby designates Vice-Chair Hazel Dukes to act in place of the Chair should he be unable to execute the duties of his office;

And may it be further RESOLVED, that should the Chair be unable to execute the duties of his office, Vice Chair Hazel Dukes shall assume all the duties and responsibilities of the Chair until a new Chair is designated by the Mayor consistent with Section 36 of the Municipal Home Rule Law or the term of the Charter Revision Commission concludes.

Dated: May 29, 2024

Confirmed by a vote of 11 in favor, 0 opposed, and 0 abstentions.

### **Resolution No. 3**

#### **Resolution of the Charter Revision Commission to allow remote participation by Commissioners with an extraordinary circumstance.**

WHEREAS, pursuant to section 103-a of the Public Officers Law, the Charter Revision commission (“Commission”) held a public meeting on May 29, 2024, at which it considered the adoption of a resolution to allow certain use of videoconferencing to conduct its meetings pursuant to the requirements of Article 7 of the Public Officers Law (also known as the Open Meetings Law); and

WHEREAS, remote participation in Commission hearings and meetings offers flexibility to Commissioners and benefits the public by enabling greater participation in the hearing and meeting process.

Now, therefore, be it RESOLVED that the use of limited videoconferencing to conduct meetings of the Commission is hereby authorized in conformance with the requirements of the Open Meetings Law and this Resolution;

THAT a minimum number of commissioners sufficient to constitute a quorum of the Commission, shall be present in a physical location or locations where the public can attend in person; and

THAT where a quorum of Commissioners is physically present at a Commission hearing or meeting where the public can attend in person, any Commissioner not needed to fulfill the Commission's quorum requirement may attend and participate in such hearing or meeting by videoconference from any location, and without providing access to members of the public to such location, provided that such commissioner is unable to physically attend the meeting due to extraordinary circumstances, which include disability, illness, caregiving responsibilities, and any other significant or unexpected event that precludes the Commissioner's physical attendance at such meeting; and

THAT a Commissioner participating in a meeting by videoconference shall be capable of being seen, heard and identified while the open portion of such meeting is occurring; and

THAT where a videoconferencing is used to conduct a meeting of the Commission, members of the public may view Commission hearings and meetings by video or attend in person, except where the Commission is in executive session; and

THAT when videoconferencing is used to conduct a public hearing, members of the public may participate in person, by videoconference, or by any other remote means established by the Commission; and

THAT any Commissioner wanting to participate in a meeting or hearing of the Commission by videoconference shall, prior to such meeting or hearing, notify the Executive Director of such commissioner's intent to do so and obtain their consent there; and

THAT the authorization described in this Resolution applies also to meetings of committees and subcommittees of the Commission. This Resolution shall take effect on May 30, 2024.

Dated: May 29, 2024

Confirmed by a vote of 11 in favor, 0 opposed, and 0 abstentions.

Upon adoption of the resolutions, introductions of the Commissioners were made.

Alex Kipp of the New York City Conflicts of Interests Board presented on the ethics obligations of serving as Commissioners to the New York City Charter Revision Commission.

Rachel Kane and Benjamin Miller of the New York City Law Department summarized the history of the New York City Charter and outlined the responsibilities of the Commission.

A motion was made by Chair Scissura to adjourn. The motion was seconded by Commissioner Rowe-Adams and thereafter adopted unanimously by all Commission members present.

The meeting adjourned at approximately 2:24 p.m.

Respectfully submitted,

Ivy Chiu  
Special Counsel  
New York City Charter Revision Commission