BY-LAWS
BRONX COMMUNITY BOARD #11

JANUARY 2015

ARTICLE I
EFFECT

SEC. 1 - These by-laws, upon adoption, shall be the by-laws of Community Board #11 (hereinafter referred to as "the Community Board" or "the Board") of the Borough of the Bronx, and shall be the governing instrument of the Community Board, subject to the provisions of the New York City Charter (hereinafter referred to as "the Charter") and the Uniform Land Use Review Procedure (ULURP).

ARTICLE II
POWERS

SEC. 1 - The Community Board shall exercise those powers and perform those functions set forth in the Charter and ULURP with regard to any matter concerning its community district. The boundaries of its district shall be as defined by the map adopted by the City Council pursuant to Section 2702.d of the Charter.

ARTICLE III
MEMBERS

SEC. 1 - The Community Board shall consist of:

A) As voting members, those individuals who shall have been appointed by the Borough President in accordance with the appropriate sections of the Charter (hereinafter referred to as "appointed members").

B) As non-voting members, those public officials specified in the appropriate sections of the Charter.

SEC. 2 - TERM OF OFFICE: Each appointed member shall serve for overlapping terms of two (2) years pursuant to the appropriate provisions of the Charter.

SEC. 3 - RESIGNATION: An appointed member may resign at any time by submitting his/her resignation in writing to the Borough President. Such resignation shall take effect at the time specified therein, or, if no time be specified, upon receipt by the Borough President. A resignation need not be accepted to become effective.

SEC. 4 - REMOVAL:

(a) An appointed member may be removed from the Board by the Borough President, at his or her discretion, or for cause by a majority of the appointed members of the Community Board. Cause may include, but is not limited to, three (3) non-excused consecutive absences from Community Board meetings or five (5) total non-excused absences from Community Board meetings between September 1st and June 30th of each Board year. Excused absences may include, but are not limited to, personal illness to the member, work-related issues or the illness/death of an immediate family/household member.

(b) Committee members are subject to the same absence removal criteria as specified for the Community Board meetings above. An appointed member may be removed from the Board for cause, which may include, but is not limited to, three (3) non-excused consecutive absences from assigned committee meetings (including public hearings sponsored by such committee where the meeting notice stated that attendance was mandatory) or five (5) total non-excused absences from assigned committee meetings (including public hearings sponsored by such committee where the meeting notice stated that attendance was mandatory) between September 1st and June 30th of each Board year. Excused absences are subject to the same excused absence criteria as specified for the Community Board meetings above.

(c) The Community Board shall not remove a member except in accordance with the following procedures:

1. After consultation and input from the Leadership Committee (defined by Article V, Section 5), a motion to institute removal proceedings setting forth the cause for the proposed removal, shall be adopted by a majority of the Executive Board (defined by Article IV, Section 1) present and voting at a meeting, the agenda for which shall have included consideration of removal of a member.

2. The member whose removal is proposed by the Executive Board shall be given the charges in writing and an opportunity to respond in person or in writing, to the Executive Board which shall have first sent notice to that member of its meeting by certified mail.

3. The Community Board shall receive the report of the Executive Board, including a minority report, if any, and the response, if any, of the member being considered for removal at the next scheduled meeting of the Community Board.

4. A motion to remove the member shall be valid only if adopted by a majority of the appointed members of the Community Board present at a meeting, the agenda for which shall, have included action on removal.

ARTICLE IV
OFFICERS

SEC. 1 - OFFICERS: The officers of the Community Board (hereinafter referred to as "the Executive Board") shall consist of a Chairperson, First Vice Chairperson, Second Vice Chairperson, Treasurer, Secretary, Sergeant at Arms, and such other officers as the Community Board deems necessary or advisable. Each officer shall be elected by the appointed members of the Community Board.

SEC. 2 - EXECUTIVE BOARD: The Executive Board shall institute removal proceedings against an appointed member setting forth the cause for such removal. Said board shall oversee committee activity and shall act on all appropriate matters (including personnel matters) in the name of the Community Board. The Chairperson of the Board shall preside at Executive Board meetings and may, from time-to-time, canvass the Executive Board via telephone regarding urgent issues when it is impractical for the Executive Board to meet in person.

SEC. 3 - NOMINATIONS: Prior to each election or whenever there is a vacancy in any officer position, the Chairperson of the Board shall appoint a Nominating Committee consisting of not less than three (3) and no more than five (5) appointed members at least eight (8) weeks prior to the Community Board meeting at which elections are scheduled to consider qualified candidates for each open officer position. Members of the Nominating Committee are not eligible to be candidates for any elected position of the Board.

The Nominating Committee may but is not required to recommend, i.e. nominate, candidates for all open positions. Its recommendations shall in no way limit the rights of a member to nominate himself or herself or any other member of the board pursuant to this section of the by-laws.

When a candidate has been nominated for a position and, if after the close of nominations, there are no other qualified candidates who have been nominated, an election still must be held, for which a ballot shall be drafted and contain sufficient space for one write-in candidate, who does not have to be nominated or seconded to run for and obtain the position. The Committee shall ensure the qualifications of all candidates, draft and inspect election ballots, conduct the election, tabulate ballot results, and report the results to the Board. The ballots shall then be given to the District Manager for safekeeping in according with city and state regulation.

All nominees must have at least four (4) years of board membership to be eligible to be a candidate for any officer position. Nominations shall be presented in the months of April and May. Nominations may also be made by any member and, with the exception of recommendations made by the Nominating Committee, must be seconded to be valid. The nominees must be present to accept the nomination at the April or May meeting and must formally accept the nomination to be placed on the ballot.

SEC. 4 - ELECTIONS: Election of officers shall take place every year at a meeting of the Community Board held in the month of June.

A majority of the appointed members present and voting shall be required to elect a candidate to office. Should no candidate receive a majority on the first ballot, all of the candidates except those two (2) receiving the largest number of votes shall be dropped from the ballot, and a second ballot shall take place immediately after the first ballot. Voting shall continue to subsequent ballots until a successor has been chosen. Voting will be by closed ballot, subject to interpretation of Article VII of the Public Officers Law, and later printed in the minutes.

SEC. 5 - TERM OF OFFICE: Each officer shall serve a term of two (2) years, commencing on the first day of July and terminating on the 30th day of June, two (2) years hence and/or until his successor shall have been duly elected. All officers serve at the pleasure of the Community Board and may be removed in accordance with Section 8 of this article. A Community Board member may hold only one (1) officer position at a time.

The Chairperson of the Board, the First Vice Chairperson of the Board and the Secretary of the Board shall be elected in June 2014 and every two (2) years thereafter. The Second Vice Chairperson of the Board and the Treasurer of the Board shall be elected in June 2014 to a one-year term and another election shall take place in June 2015 for a two-year term and every two (2) years thereafter. The Sergeant at Arms of the Board shall be elected to a one-year term commencing on July 1, 2013, to an additional one-year term commencing on July 1, 2014 and every two (2) years thereafter.

An officer may serve two (2) consecutive terms in the same position after which that person must wait two (2) full years before being eligible as a candidate for the position they previously held. Nothing in this article shall prevent an officer, upon completing two (2) full terms in the same officer position, from becoming a candidate for another elected officer position of the Community Board. Any officer elected to fill the unexpired term of the previous officer is eligible to be a candidate for two (2) full consecutive terms in that same position.

Notwithstanding the term limitations described in the immediately preceding paragraph, the incumbent Second Vice Chairperson of the Board and the incumbent Treasurer of the Board may be elected for a one-year term from July 1, 2014 to June 30, 2015 and for two (2) additional two-year terms and the incumbent Sergeant at Arms of the Board may be elected for an initial one-year term from July 1, 2013 to June 30, 2014, an additional one-year term from July 1, 2014 to June 30, 2015 and for two (2) additional two-year terms.

SEC. 6 - VACANCIES: Upon the death, resignation or removal of any officer, the vacancy created shall be filled by the Community Board. The election to fill such a vacancy shall take place no later than the second meeting following the creation of the vacancy. The election procedure shall be the same as that set forth in Section 3 of this article, except that nominations and elections maybe held at the same meeting. Any officer elected to fill a vacancy shall hold

office for the remainder of the unexpired term, and/or until his successor shall have been elected.

SEC. 7 - RESIGNATIONS: An officer may resign at any time by submitting his/her resignation in writing to the Chairperson. Such resignation shall take effect at the time specified therein, or, if no time be specified, upon receipt by the Chairperson. A resignation need not be accepted to become effective.

SEC. 8 - REMOVAL: An officer may be removed for cause by a majority of the appointed members of the Community Board, but only in accordance with the following procedure:

a) A motion to institute removal proceedings setting forth the cause for the proposed removal shall be adopted by a majority of the appointed members of the Community Board present and voting at a meeting, the agenda for which shall have included consideration of removal of an officer.

b) Following the adoption of such a resolution, the highest ranking officer who is not the subject of removal proceedings shall appoint a committee of not less than three nor more than five (5) members to investigate the matter and report to the Community Board.

c) The officer whose removal is proposed shall be given the opportunity to respond, within thirty days of the mailing of such a resolution, in person or in writing either before the committee appointed to investigate the matter or the Community Board.

d) The Community Board shall receive the report of the appointed committee, including a minority report, if any, and the response, if any, of the officer.

e) After disseminating the majority report, and any minority report, an officer shall not be removed unless a majority of the appointed members of the Community Board concur at a meeting of the full board, the agenda for which shall have included action or removal.

SEC. 9 - CHAIRPERSON: The Chairperson shall preside at all hearings and meetings of the full board, file all reports for the Community Board, be a member of the district service cabinet and the borough board, appoint all members, chairs and co-chairs of the committees, be a voting member of the Leadership Committee and an ex-officio (non-voting) member of all other standing, special and ad hoc committees and exercise all those powers granted him by the Charter, ULURP and these by-laws. The Chairperson may appoint a Board Officer to represent the Community Board at any Borough Board meeting. The Chairperson supervises the district manager and all other managerial staff.

SEC. 10 - FIRST VICE CHAIRPERSON: The First Vice Chairperson shall in the absence of the Chairperson have all of the powers and perform all of the duties of the Chairperson. Upon the occurrence of a vacancy in the office of Chairperson, the First Vice Chairperson shall assume the office of Acting Chairperson until such time as a new Chairperson shall have been elected. The

First Vice Chairperson shall have such powers and perform such duties as shall be assigned to said person by the Chairperson of the Community Board. The First Vice Chairperson, when holding the position of Acting Chairperson, shall chair all Executive Board meetings.

SEC. 11 - SECOND VICE CHAIRPERSON: The Second Vice Chairperson shall, in the absence of the Chairperson and the First Vice Chairperson, have all of the powers and perform all of the duties of the Chairperson. Upon the occurrence of a vacancy in the office of Acting Chairperson~~,~~ or~~,~~ upon the occurrence of a vacancy in the office of First Vice Chairperson, the Second Vice Chairperson shall assume the office of Acting Chairperson or Acting First Vice Chairperson and hold office as such until a new Chairperson or First Vice Chairperson shall have been elected. The Second Vice Chairperson shall have such powers and perform such duties as shall be assigned to said person by the Chairperson or the Community Board.

SEC. 12 - TREASURER: The Treasurer shall be the fiscal officer of the Community Board. The Treasurer shall be responsible for all financial matters. The Treasurer's responsibilities also include the preparation of all financial accounts and records and the filing of all financial reports as directed by the Office of Management and Budget, the Office of the Comptroller, The General Services Administration and Financial Information Systems Agency. Specifically, the Treasurer shall be the custodian of the Community Board's Petty Cash Imprest Account, if existent. In addition, the Treasurer shall render a monthly financial report to the Community Board as well as retain such powers and perform such duties as shall be assigned to said person by the Chairperson or the Community Board.

SEC. 13 - SECRETARY: The Secretary shall be responsible for the transcription, reproduction and dissemination of an accurate compilation of the acts and resolutions taken by the Community Board at each of its monthly meetings. This compilation, known as the Community Board's minutes, need not be prepared directly by the Secretary, but may be coordinated with the District Office staff.

SEC. 14 – SERGEANT AT ARMS: The Sergeant at Arms shall keep order at the monthly board meetings and shall advise the Chairperson of the Board on parliamentary matters. The first election for Sergeant at Arms shall be in accordance with Article IV, Section 6 of these by-laws except that the first term of the Sergeant at Arms shall be for one (1) year (see Article IV, Section 5) and the first person elected shall take office on July 1st following their election.

SEC. 15 - All other officers created under Section 1 of this article shall have such powers and perform such duties as may be assigned to them by the Chairperson or the Community Board.

ARTICLE V
COMMITTEES

SEC. 1 - The following standing committees shall be established:

Community Development & Budget Priorities	Land Use
Economic Development	Leadership
Education, Culture & Youth Services	Parks & Recreation
Health & Social Services	Public Safety
Housing	Sanitation & Environmental Protection
	Transportation

Non-standing Committees:

By-Laws	Nominating
Employee Relations	Staff Resolution Committee

A description of each of the standing committees outlining its general areas of concern is attached as an appendix to these by-laws. The Community Board, by a majority vote, may create and dissolve such additional standing committees as it deems necessary or advisable.

SEC. 2 - Each standing committee shall consist of a committee chairperson, and may include a co-chairperson and such other members. The committee chairperson, co-chairperson and other committee members shall be appointed by and serve at the pleasure of the Board Chairperson. All appointments and removals from a committee shall be in writing and shall contain the effective date. Board Members shall notify the Board office and the committee chair, if appropriate, of an absence in advance of any meeting (including full board meetings) in order for the absence to be considered "excused."

Committee chairpersons and co-chairpersons shall be members of the Board, but other committee members drawn from the general public need not be Board members. Non-board members may vote in committee, but as a body separate from the appointed members. Each committee may or may not take the general public vote into account when deciding on an issue or reporting before the full board.

SEC. 3 - The chairperson or co-chairperson of each standing committee shall preside at committee meeting and at public hearings conducted by the committee, and shall file all committee reports with the Community Board. The chairperson shall determine the time, date, place, and agenda of all hearings and meetings except hearings held pursuant to ULURP. Each standing committee shall have the power to adopt its own rules of procedure as long such rules do not conflict with these by-laws or the Charter. Standing committees shall meet once a month each month the Community Board sits. A committee chairperson may, after determining that there are no agenda items, may cancel up to three meeting between July 1st and June 30th. Such cancellations should be made sparingly after consulting the committee members and ensure that there is enough time to inform the board office and the general public of the cancellation. If, after cancelling three meetings between July 1st and June 30th, a committee chairperson wishes to cancel additional meetings they must first obtain the approval of the Board Chairperson.

If a committee cannot meet for any reason, the chair or co-chair must notify the Chairperson or the First Vice Chairperson of the Community Board.

All committee members are responsible for material presented to the Community Board.

SEC. 4 - The Community Board may, by resolution, establish such special committees as it shall deem advisable. Any such committee shall have and may exercise such power as may be granted to it by such resolution. The resolution may also provide for the composition of the committee, the method of appointment of its Chairperson, who shall be a member of the Community Board, and its members, its purpose, its length of existence, and any other matters concerning its operation. Any committee established by such a resolution may at any time be terminated by resolution of the Community Board.

SEC. 5 - LEADERSHIP COMMITTEE: There shall be a Leadership Committee, which shall have as its members the officers of the Community Board and the chairperson or co-chairperson of each of the standing committees. The Leadership Committee shall meet once a month between August and June, inclusive, to set the agenda and calendar for the full board. It may consider and make recommendations in the name of the Board on such matters and in such instances where deadlines do not allow adequate time for consideration by the entire Board. It may also consider such matters as it deems advisable, and make recommendations to the full board. The First Vice Chairperson shall serve as the Chairperson of the Leadership Committee.

Each officer and committee shall have one (1) vote at the Leadership Committee meeting. Should the chairperson and co-chairperson of a particular committee both be present and disagree on any vote at a meeting of the Leadership Committee, the committee chairperson's vote shall take precedence over that of his or her co-chairperson. If a person shall be the chairperson of more than one (1) committee, they shall be entitled to cast one (1) vote for each committee he or she chairs (although such practice is discouraged).

ARTICLE VI
HEARINGS AND MEETINGS

SEC. 1 - MEETINGS: The Community Board shall hold a meeting at least once a month, except (at its option) during the months of July and August. A hearing or a meeting may be called at any time by the Chairperson, or shall be called at the request of one-third of the members of the Community Board. All Board meetings shall be open to the general public and shall be consistent with the provisions of Article VII, Section 94 of the Public Officers Law.

SEC. 2 - All meetings and hearings shall be held within the Community Board's community district except that if, in the Community Board's judgment, there is no suitable and convenient place of public assembly within the district to hold a hearing, such hearing shall be held at a centrally located place of public assembly within the borough.

SEC. 3 - Written notice of each meeting, setting forth its time, place and subject, shall be published in the local papers of record as determined by the Community Board. Notices of public hearings held pursuant to ULURP shall be published in the Comprehensive City Planning Calendar and City Record subject to the publishing schedules of those publications, but not less than three (3) days prior to the date of the hearing. Notices of such hearings shall be placed in the papers of local record, on television and on the board's website.

SEC. 4 - EMERGENCY MEETINGS: Notwithstanding the provisions of this section, an emergency meeting may be called upon at least two (2) days where the Chairperson determines that consideration of a matter does not allow publication and 10 days' notice. The notice of any meeting called on less than 10 days' notice shall, in addition to the requirements of this section 4, specify the matter requiring short notice and a written statement from the Chairperson that time does not allow for 10 days' notice. When a meeting is called on less than five (5) days' notice, each member of the Community Board shall be notified in writing or by telephone consistent with Article VII, Section 94, of the Public Officers Law. At any meeting called on less than 10 days' notice, only the matter specified in the notice of meeting may be acted upon.

SEC. 5 - AGENDA: The agenda of each full monthly board meeting shall be determined by the Leadership Committee. An item not appearing on the agenda may be added by the approval of a majority vote of all appointed members present. No item may be voted upon or acted upon unless it appears on the agenda.

SEC. 6 - QUORUM: The presence of a majority of appointed members of the Community Board shall constitute a quorum. Ex-officio members of the Board or of any committee are not counted as part of any quorum requirements described in these by-laws.

SEC. 7 - VOTING: Each appointed member present at a meeting shall be entitled to one (1) vote. Unless otherwise specified in the Charter, ULURP or these by-laws, all questions shall be decided by a majority of the appointed members present and voting. The Chairperson shall be entitled to vote in all situations. No proxy, telephone or absentee ballot voting is permitted.

SEC. 8 - PROCEDURE: The procedure followed at all meetings shall be in accordance with the requirements of the Charter, ULURP, these by-laws, and, when no contrary provision exists, "Roberts Rules of Order." The Community Board, however, shall have the power to adopt any rules of procedure consistent with the Charter, ULURP, and Article VII, Section 94 of the Public Officers Law.

SEC. 9 - PLEDGE OF ALLEGIANCE: At each monthly Board meeting the Sergeant at Arms shall lead the members of the Board in reciting the Pledge of Allegiance in accordance with 4 United States Code, Section 4. Such rendering of the Pledge of Allegiance by the members of the Board shall be voluntary.

SEC. 10 - ATTENDANCE: Attendance shall be taken at every hearing and meeting. Each member shall be marked "present," "absent" or "excused." A record of each member's attendance shall be included in the minutes of each meeting and shall be reported to the Borough President's office on an annual basis.

SEC. 11 - MINUTES: Minutes shall be taken at all hearings and meetings and shall be a public record. The minutes shall contain an accurate record of the members present, all resolutions and motions brought before the Board, the results of all votes taken and a summary of all reports presented to the Board, including majority and minority reports. Copies of all papers submitted at a hearing or meeting shall be annexed to the minutes and be a part thereof. All meetings, except as prohibited by Article VII of the Public Officers Law, shall be open to the public and as provided otherwise under ULURP.

ARTICLE VII
PUBLIC HEARINGS

SEC. 1 - The Board Chairperson shall call a public hearing whenever required. The Community Board may, by resolution, call additional public hearings on any matter before it for consideration, or on any matter of concern to its district. Notice of all hearings shall be given in the manner provided in Article VI, Section 3 of these by-laws. Such notice shall state if attendance at the public hearing is required for all board members, and if so, an annual report of attendance at public hearings shall be made to the Borough President's office. The Chairperson or his or her designee shall preside at all public hearings.

SEC. 2 - Prior to the start of every public hearing, each member of the public wishing to speak shall submit to the Chairperson in writing, on a form provided by the Board, a request for speaking time. Such request shall set forth his/her name, the name of any organization he/she may represent and whether he/she favors or opposes the proposition which is the subject of the hearing. Those opposed to the proposition shall be heard first, and those in favor shall follow. The Chairperson shall call only the names of those who submitted requests for speaking time. Each member of the public shall be entitled to speak for an amount of time pre-determined by the Chairperson. Any written statement or document offered by a speaker shall be placed into the record or minutes of the hearing.

For ULURP public hearings, the Community Board shall be divided into three groups (known as Group A, Group B and Group C) of approximately equal size. One (1) of each of the three (3) groups shall be designated to attend ULURP public hearings on a rotating basis. The District Manager shall assign members to a group on or around July 1st of each year and he or she shall ensure that each group represents a cross-section of the Community Board.

SEC. 3 - Any provision of Section 2 of this Article VII may be modified by the Community Board at any public hearing, and the Community Board shall have the power to adopt additional rules with regard to the conduct of any such hearings.

ARTICLE VIII
DISTRICT MANAGER AND THE DISTRICT OFFICE STAFF

SEC. 1 - DISTRICT MANAGER AND THE DISTRICT OFFICE STAFF GENERALLY: There shall be a District Manager employed by the Community Board, whose qualifications, duties and responsibilities shall be defined and adopted by the Community Board, pursuant to Section 2800 of the Charter, and in compliance with regulations promulgated by the Civil Service Commission and the Department of Citywide Administrative Services (DCAS). Said qualifications, duties and responsibilities once defined and adopted by the Community Board shall be attached to and become part of the By-Laws.

The Community Board shall be empowered to employ additional District Office staff to assist the District Manager. Any hiring of additional staff shall be within the budgetary appropriation of the Community Board and in compliance with regulation promulgated by the Civil Service Commission and DCAS. The District Manager, in addition to those duties specified within Section 2705 of the Charter, shall be responsible for administering Board policy with respect to District Office staff.

SEC. 2 - DISTRICT MANAGER: The District Manager is the senior salaried staff member of the Board.

The duties and responsibilities of the District Manager are to:

1. Actively coordinate, monitor and evaluate the effective delivery of municipal services within the community district.
2. Represent the board's interests in dealing with city managers regarding community-based complaints and issues of community residents and community groups.
3. Serve as a conduit among community residents, community groups and city agencies to ensure the proper delivery of municipal services.
4. Participate in the formulation, development and execution of board policies and procedures.
5. Supervise and administer the office and the board staff.
6. Recommend, draft responsibilities and interview applicants for all positions subordinate to the district manager.
7. Maintain the board's meeting calendar, website and other social media presence.
8. Preside at meetings of the District Service Cabinet (DSC) and to attend and participate in borough budget consultation, district manager task force and other related official and community meetings.

9. Attend all full board meetings and hearings and, where appropriate, sub-committee meetings.
10. Present one (1) comprehensive, monthly, written report on issues concerning and actions taken at DSC meetings as well as on other pertinent, active matters affecting the community board.
11. Prepare other written or verbal reports to the board and to draft correspondence in the board's name.
12. Process and record complaints from community residents related to services provided by city agencies.
13. Make public statements only on issues that reflect the official position of the board.
14. Resolve minor local complaints and to process and to refer major complaints of a recurring nature to the appropriate city agency for follow-up.
15. Keep detailed records of board member attendance and full board meeting minutes and sub-committee meeting minutes.
16. Take other action as the board deems necessary.

SEC. 3 - SELECTION OF A DISTRICT MANAGER: When a vacancy in the office of District Manager exists the Chairperson of the Board shall appoint a search committee of five (5) members of the community board that may contain no more than two (2) board officers and a combination of no more than two (2) committee chairs and/or committee co-chairs.

The search committee shall solicit, review and recommend, in accordance with city and state law and regulation, not more than three candidates meeting the minimum qualifications for the position of District Manager, no person of which shall be appointed unless a majority of the community board shall agree.

The committee may, in lieu of keeping meeting minutes, prepare a written report of their activities and submit it to the board members for their consideration at least 10 days prior to any meeting at which the selection of District Manager shall appear on the agenda. In no event shall the selection of district manager take place at a full board meeting without the search committee first publishing, in writing, their report or the minutes of their meetings.

The time and place of the meetings of the search committee shall appear on the monthly board calendar of meetings in advance of the meetings. The records related to the search committee may be kept outside the board office.

Nothing in this section shall prevent the Executive Board, by majority vote, from appointing an interim district manager whose appointment shall not exceed six (6) months. The Interim District Manager may be a candidate for the permanent position of District Manager.

The initial compensation and all subsequent salary changes of the district manager (or interim district manager) shall be recommended by a majority of the Executive Board directly to the full

community board (without review by the Leadership Committee) for ratification by at least a majority of the members in open session.

The district manager may be removed by a majority vote of the community board but no vote shall be taken at a full board meeting unless the matter shall appear on the agenda.

The appointment of all other compensated full-time and part-time persons reporting to the district manager shall be made by majority vote of the community board. The district manager may recommend qualified candidates to the Executive Board, who shall, by majority vote, approve the appointment prior to consideration by the full community board.

SEC. 4 - STAFF RESOLUTION COMMITTEE: The Staff Resolution Committee reviews complaints, concerns and inquiries by Board members relating to the general performance of the board staff. Members may report issues, verbally or in writing, to the District Manager, who shall review the complaint in consultation with the First Vice Chair of the Community Board (known as a "step one" complaint). The District Manager shall take action within thirty days of receipt of the complaint. If the complainant is not satisfied with the resolution proposed and implemented by the District Manager, the complainant may thereafter report the matter in writing to the committee (known as a "step two" complaint) who shall review the matter and report their findings and recommendations to the Executive Board for further consideration. The complaint, report and recommendations of the committee shall be published as an addendum to next full Board meeting minutes.

If the committee shall not have been established by the time a complaint is presented to the Staff Resolution Committee ("step two" complaint outlined above) the Chairperson of the Community Board shall, within thirty days of receiving the written complaint, establish and direct the committee to meet to consider the matter.

ARTICLE IX
AMENDMENTS

SEC. 1 - Any member of the Community Board may propose an amendment to these by-laws. A proposed amendment shall be submitted in writing to the Chairperson who shall present it at the next meeting of the Community Board, but no vote shall be taken at that meeting. The proposed amendment shall, after review by the by-laws committee, become an amendment to these by-laws upon its approval by a majority of the appointed members of the Community Board present and voting.

ARTICLE X
RECORDS AND COMMUNICATIONS

SEC. 1 - Except as provided in ULURP, all hearing records, minutes, reports, communications and correspondence of the Community Board shall be kept at the office of the Community Board, or, if there is not such office, at the office of the Borough President. All such documents shall be public documents. A copy of the minutes of each hearing and meeting, including the record of attendance, shall be filed with the Borough President.

ARTICLE XI
PUBLIC RELATIONS

SEC. 1 - No statement, either oral of in writing, shall be issued by any member of the Community Board to any person not a member of the Community Board in which the Community Board member purports to speak on behalf on the Community Board or any committee thereof unless such statement has previously been approved by the Community Board unless the matter is reporting an action taken by the Community Board of a committee at an open meeting.

In any report of an action taken, the member shall succinctly state the vote for and against the proposal, if a vote was taken, and note the majority position and the minority position, if any. Any statement issued by a member of the Community Board on his own behalf must be clearly identified as a personal viewpoint and not purporting to speak on behalf of the Community Board.

Community Board staff may only make public statements that reflect the official position of the Community Board.

ARTICLE XII
BINDING OPINIONS

SEC. 1 - Each member of the Community Board shall be bound by and act in accordance with any opinion issued by either the Corporation Counsel or the Conflicts of Interest Board relating to him/her or to the Community Board or to all of the members of the Community Board.

ARTICLE XIII
ADOPTION

SEC. 1 - These by-laws shall be adopted when approved by a majority of the appointed members present of the Community Board and voting at a meeting of the Community Board, the agenda for which shall have included consideration of by-laws.

COMMUNITY BOARD #11 COMMITTEE DESCRIPTIONS

COMMUNITY DEVELOPMENT & BUDGET PRIORITIES: To review recommendations of other functional committees of the Board as well as the suggestions of the District Manager, City agencies, community groups and individuals for the Capital, Expense, and Community Development budgets; to coordinate the Board's participation in the City's budget process, including the scheduling of budget consultation sessions, meetings and public hearings.

ECONOMIC DEVELOPMENT: To review plans relative to the economic development of the district as well as promote economic development; to consult with the local police precinct, local community associations and merchant associations in economic development matters, as appropriate; to review and make recommendations to the full Board regarding applications sent to the Board by New York State Liquor Authority license applicants; to include in its purview matters related to job development and consumer affairs except as otherwise specified.

EDUCATION, CULTURE & YOUTH SERVICES: To consider all matters related to the educational advancement and enrichment of the community at large as well as the development of youth, from birth to age 21, except as specifically designated to other committees, paying particular attention to the educational needs of youth, youth employment and funded youth programs and facilities; maintain a liaison with the community's educational and cultural institutions; to coordinate with other appropriate committees.

HEALTH & SOCIAL SERVICES: To consider all matters related to the physical, mental emotional and social well-being of the community, paying particular attention to community residences, elderly, and health and hospital institutions.

HOUSING: To consider all matters related to conditions in the district, e.g., landlord-tenant relations, tenant information, landlord information, housing preservation and development, code enforcement, small home and multiple unit building improvements.

LAND USE: To review and report on all items referred to the Board under ULURP or any issue which will be heard at the Bureau of Standards and Appeals (e.g. special permits and variances); to coordinate with other appropriate committees.

PARKS & RECREATION: To consider all matters related to park and recreational facilities and services in the area.

PUBLIC SAFETY: To consider all matters related to crime and crime prevention and fire, and where appropriate, the criminal justice system.

SANITATION & ENVIRONMENTAL PROTECTION: To consider all matters related to removal of waste and drainage from the community's sidewalks and roadways and its unimproved lots, as well as the removal of snow and ice from sidewalks and roadways; to

consider all matters dealing with toxic waste, sewage, noise and air pollution as they affect the community.

TRANSPORTATION: To make recommendations to the full Board regarding street co-namings and all matters related to conditions of the district's streets, highways and sidewalks, public and private transit in the area, and traffic flow in the area; to coordinate with other appropriate committees.