

MEMORANDUM

TO: All Community Board Applicants

FROM: Bronx Borough President Ruben Diaz Jr.

DATE: Fall 2016

RE: Community Board Application

Thank you for expressing an interest in becoming a community board member. By completing the attached application you will take an important step toward making a difference in your community. Community boards bring government directly to the people and members play a vital role in ensuring that our neighborhoods receive the services they need to continue to thrive. Members consult with government agencies and elected officials regarding matters that directly impact the welfare of the district. Members also advise the City about the district's budgetary and capital needs, and help prepare the Community District Needs Statement.

The community board application process has three stages. First, all completed applications must be returned to my office for review. Approved applicants will be screened and interviewed by a representative from my office. *(NOTE: If an applicant is applying to be appointed upon the recommendation of their New York City Council Member, they should also meet with that council member.)* I will make the final decision on the appointment of all community board applicants.

(NOTE: Only New York City residents, who either live, have a business, or other significant interest in the community district, are eligible to be considered for membership on a local community board.)

Please read and complete the attached ***Community Board Application***. Attached to this application is also an explanation of the City's ***Code of Ethics for Community Board Members***. Please read and complete this portion. Community Board members, as unpaid public servants, are governed by the City's Conflicts of Interest Law (City Charter-Chapter 68). The laws' purpose is to ensure that public servants do not use or appear to use their public positions to benefit their private interests or those of their families or associates. Please read and sign this document to indicate that you understand and agree to adhere to the stated City Code of Ethics.

Again, thank you for your interest. Together we can continue to build the "New Bronx".

**RUBEN DIAZ JR.
PRESIDENT, BOROUGH OF THE BRONX
851 GRAND CONCOURSE
BRONX, NEW YORK 10451**

APPLICATION FOR MEMBERSHIP – BRONX COMMUNITY BOARDS

Please return this application to: Office of The Bronx Borough President
Community Boards Office, Room 207
851 Grand Concourse
Bronx, New York 10451
Thomas Lucania, Director
Phone: (718) 590-6005 / Fax: (718) 537-5568
Email: tlucania@bronxbp.nyc.gov
Web Address: <http://bronxboropres.nyc.gov>

Office Use Only

CB #: _____

CD #: _____

DATE: _____

NAME: (Mr., Mrs., Ms., Other) _____
(Please print)

HOME ADDRESS: * _____
(Street) (Apt. #)

(Borough) (State) (Zip Code)

BUSINESS NAME AND ADDRESS: _____

(STREET)

TELEPHONE: () _____ () _____
(Home) (Business) (Email Address)

I. To which Board do you seek appointment? (Circle One)

- a. The Board, which covers the area where you live.
- b. The Board, which covers the area where you work.
- c. The Board, which covers an area in which you have a business, professional or other significant interest.

Specify interest: _____

II. If you seek appointment to the Board in the district where you reside, do you live in:

- Public Housing
- A Mitchell Lama Development
- An apartment in a privately owned building
- Your own home

Other, please specify: _____

III. If you seek appointment to the Board in which you have a business or other interest, describe the nature of that interest: _____

***Please do not list Post Office Box or c/o Address (in care of)
Please Turn Over**

THIS SECTION IS OPTIONAL

The following information is requested to help ensure that community board composition adequately reflects the demographics of the area served. You are not required to answer these questions, but your response will help us ensure diverse and inclusive community boards.

Date of Birth: _____

Which of these best describes your gender?

Female Male Transgender Other _____

Which of the following best describes how you identify? You may check multiple boxes

- African American / Black Asian American / Pacific Islander
- Caribbean / West Indian Caucasian / White
- Latino(a) / Hispanic Native American / American Indian
- South Asian Lesbian/Gay/Bisexual/Transgender/Questioning
- Other _____

Do you have any disabilities? If yes, what type of disability? _____

Is there anything else you would like our office to know about how you self-identify?

Have you ever served or are currently serving in the United States Armed Forces or military? _____

If so, which branch? _____ **Honorable Discharge?** _____

Do you use Facebook, Twitter, Instagram or other social media? If so, please provide the location of the user profile and/or the username/links:

IV. Civic, Fraternal and Community Organization in which you are active. Name organization, dates of membership, offices held, etc.

V. Are you seeking appointment as a representative or on behalf of an organization? Yes ___ No ___
If yes, please list name and address of organization.

VI. Special skills or interests. Please specify: _____

Membership Application

Name: _____

VII. Do you have any professional designations, certificates or licenses? If so, please list: _____

VIII. Occupation/Profession _____

Present Employer: _____

_____ (Address)

Position or Title: _____

Are you a member of a trade organization or union? _____ If yes please name? _____

IX. Work or school experience for the last 10 years. (List employer and nature of job)

X. Are you an employee of the City of New York? Yes _____ No _____
Which division or agency do you serve?

XI. Are you employed by or associated with any entity whose contract or program comes before a Community Board for a funding request or review? Yes _____ No _____

XII. If the answer to the above question is yes, name the agency, organization or entity.

XIII. Is any member of your family employed by or associated with any entity whose contract or program comes before a Community Board for a funding request or review?

Yes _____ No _____

XIV. If the answer to the above question is yes, name the agency, organization or entity.

XV. EDUCATION

High School Attended: _____

Year Graduated _____ Diploma or GED _____

Please Turn Over

Membership Application Name: _____

College Attended _____ Year Graduated _____

Nature of Degree _____

Post Graduate Degree (s) _____

XVI. If appointed, in which of the following substantive areas of activity would you prefer to be involved?

- ____ Housing _____ Planning & Zoning _____ Education
- ____ Transportation _____ Health & Hosp. _____ Finance & Budget
- ____ Sanitation _____ Parks & Recreation _____ Public Safety
- ____ Arts & Culture _____ Senior Citizen Affairs _____ Environment & Ecology
- ____ Consumer Affairs
- ____ Other. Please specify: _____

XVII. How many hours per week will you be able to devote to Community Board work?

Number of hours: _____

XVIII. Have you been convicted of a felony? _____ If so, have you received a Certificate of Good Conduct ? _____ Do you have any charges pending? _____

Please describe and explain on a separate sheet of paper and attach to this application.

XIX. Have you been a party to a lawsuit against the City of New York or one of its agencies? If so, which agency?

XX. Why do you seek appointment to the Community Board?

XXI. Please provide two references:

Name _____

Contact Number _____ Email _____

Relationship _____

Membership Application

Name: _____

Name _____

Contact Number _____ Email _____

Relationship _____

Signature: _____

Date: _____

Community Board #: _____

It is the responsibility of Community Board applicants to notify this office of any changes in residence, business or work location that would affect their membership on the community board.

Please note: You must be a resident of New York City to be eligible for community board membership.

For additional information please call the Borough President's Community Board Office at (718) 590-6005 or email tlucania@bronxbp.nyc.gov. Interested applicants may also get forms on line at <http://bronxboropres.nyc.gov>.

The deadline for submission of applications is Friday, February 3, 2017

Certification

I am not employed by the Bronx Borough President or by an elected official. I am not employed by the City of New York or State of New York above the level of Assistant Commissioner (or equivalent title), or I am employed in such a capacity and have secured a mayoral waiver allowed me to serve on a community board and I have affixed a copy hereto.

I am a New York City resident and if appointed, I understand it is my responsibility to notify the Office of the Bronx Borough President of any changes in residence, business, or any factor that would affect my membership on the community board.

I recognize that community board membership requires my regular attendance and participation at board meetings, meeting of committees I will be assigned to, and public hearings that may be called. Failure to do so may be cause for my removal. I am willing to make this commitment of time and effort to serve my community conscientiously.

In addition, I agree to abide by all New York City Conflicts of Interest laws.

I hereby certify that all information in this application is complete, truthful, and accurate to the best of my knowledge.

Print Name

Signature

Date

**SUBSCRIBED AND ATTESTED TO
BEFORE ME THIS _____
DAY OF _____ 20_____**

NOTARY PUBLIC OR COMMISSIONER OF DEEDS

Code of Ethics For Community Board Members

Public service is one of the highest enterprises an individual may choose to undertake, and the dedication of time, energy, and talent in the execution of their duties reflects on the character of the individual, their community, and the entire Borough of the Bronx. As early as the 1980s, in New York City certain public servants were prohibited from having any interest in any contract under local government jurisdiction. During the subsequent years, there has been an expressed policy against public officers and employees using their positions to further their personal interests. In 1988 and 1989 the voters of New York City approved charter revisions with a new conflicts of interest code, which is today's Charter Chapter 68.

The following portions are extracted from the New York City Charter, Chapter 68 and are meant to be a reference for the standard of conduct of a community board member relative to potential conflicts of interests.

Portions of the Ethics Provisions of the Charter of the City of New York, Chapter 68 (Conflicts of Interest), Section 2604, as it applies to Community Board Members.

(From the Council of the City of New York ETHICS MANUAL)

2601.19. Definition. "Public Servant" means all officials, officers, and employees of the city, **including members of community boards** and members of advisory committees.

2604. Prohibited interests and conduct. Prohibited interests in firms engaged in business with the city.

In the case of an appointed community board member no public servant shall engage in any business, transaction, or private employment, or have any financial or other private interest, direct or indirect, which is in conflict with the proper discharge of his or her official duties.

2604.1(a) A community board member shall not be prohibited from having an interest in a firm which may be affected by an action on a matter before the community or borough board, however,

2604.3(a) an individual who has such an ownership interest shall, within ten days of knowing the business dealing, either divest the ownership interest; or

2604.3(b) disclose to the board such ownership interest and comply with its order.

2604.4 When an individual or public servant discloses an interest to the board, the board shall issue an order setting forth whether such interest, if maintained, would be in conflict with the proper discharge of the public servant's official duties.

2604.6.(b) Prohibited conduct. A public servant who has an interest in a firm which is not prohibited shall not take any action as a public servant particularly affecting that interest, except that a community board member may **not** vote on any matter before the community or borough board which may result in a direct economic gain to the member or any person with whom the member is associated.

No public servant shall use or attempt to use his or her position to obtain any financial gain, contract, license, privilege, or other private or personal advantage, for the public servant or any person or firm associated with the public servant.

No public servant shall attempt to influence the course of any proposed legislation without publicly disclosing on official records, as the case may be, the nature and extent of any direct or indirect financial or other private interests he or she may have in such legislation.

2604.9(a) No public servant shall attempt to coerce, by intimidation, threats, or otherwise any officer or employee of the city to engage in political activities.

I, _____ have read the Code of Ethics of Community Board Members and Provisions 2604 of the Charter of the City of New York. I understand the requirements and agree to adhere to the code of ethics as a standard of conduct in the fulfillment of my duties as a community board member.

Signature

Date: _____

Community Board No.: _____