



Manhattan Community Board 10 By-laws

PRE AMBLE

The bylaws of Community Board No. 10 - Manhattan (hereinafter "the Board") shall conform to all relevant provisions of federal, state and city law, including but not limited to, the New York City Charter (hereinafter "the City Charter") as amended. Nothing in these bylaws shall be construed so as to change, modify or amend the City Charter or any other relevant federal, state or city law.

I. ARTICLE I – MEMBERSHIP

MEMBERSHIP OF THE BOARD

1. Membership of the Board shall be in accordance with the City Charter Section 2800a.
2. For each community district created pursuant to chapter sixty-nine there shall be a community board which shall consists of
 - a. not more than fifty persons appointed by the borough president for staggered terms of two years, at least one-half of whom shall be appointed from nominees of the council members elected from council districts which include any part the community district; and
 - b. all such council members as non-voting (ex officio) members.
3. The number of members appointed on the nomination of each such council member shall be proportional to the share of the districts population represented by such council member.
4. The City Planning Commission, after each council redistricting pursuant to chapter 2A of the City Charter, and after each community redistricting pursuant to section 2702 of the City Charter shall determine the proportion of the community district's population represented by each council member. Copies of such determinations shall be filed with the appropriate borough president, community board, and council members.
5. One-half of two years beginning on the first day of April in each even-numbered year in which they take office. Members shall serve until their successors are appointed but no member One-half of the members

appointed to any community board shall serve for a term may serve for more than sixty days after the expiration of his or her original term unless reappointed by the borough president.

6. Not more than twenty-five percent of the appointed members shall be city employees.
7. No person shall be appointed to -- or remain as a member of -- the Board who does not have a residence, business, professional or other significant interest in the district.
8. The borough president shall assure adequate representation from the different geographic sections and neighborhoods within the community district. In making such appointments, the borough president shall consider whether the aggregate of appointments fairly represents all segments of the community.
9. Community boards, civic groups, community groups and neighborhood associations may submit nominations to the borough president and to council members.

CONFLICTS OF INTEREST; PUBLIC STATEMENT

1. Conflicts of Interest

- a. No person who is employed by a borough president or a council member may be appointed to serve on a community board to which such borough president may make appointments or to which such council member may make recommendations for appointment.
- b. All members of the Board shall serve in their capacity as private citizens only. The actions of Board members shall not be influenced by any other organization with which they may be affiliated.
- c. Members of the Board shall serve as such without compensation, but may be reimbursed for actual and necessary out-of-pocket expenses in connection with attendance at regularly scheduled board meetings, special meetings, emergency meetings, conferences and retreats. Such expenses must be submitted with a written report and receipts within sixty (60) days of the event, for approval by the Chairperson and the Financial Officer(s).
- d. No member may vote on a matter before the full board or his/her committee that may result in a personal and direct economic gain to themselves, their spouse or those to whom they are closely associated. No Board member who is a city employee may vote on

a matter before the full board or his/her committee that has been -- or may be -- considered by any division of the employee's agency.

- e. Each member of the Board shall serve on that standing committee to which he or she is appointed by the Board Chairperson and shall regularly attend meetings of the Board and of the Standing committees to which he or she belongs.
- f. In order to assure maximum Board participation in any Uniform Land Use Review Procedure (ULURP) being considered by the Board, each Member has an obligation to attend public meetings where a ULURP is being considered if it is on matters (a) of which he or she has special knowledge or (b) of concern to the standing committees of which he or she is an assigned member.

2. Public Statements:

Any member appearing before a governmental body or otherwise making a public statement that conflict in any respect with positions adopted by the Board shall not identify himself as a member of the Board. They should declare that the position stated is as a private citizen and not as a member of the Board. No member shall represent the Board's position unless designated to do so by the Board Chair.

REMOVAL FOR CAUSE; RESIGNATIONS; FILLING OF VACANCIES

1. Removal for Cause

The Executive Committee may consider the removal of a member "for cause" for any of the following:

- a. Ten (10) instances of nonattendance at full Board and/or committee meetings over a period of six (6) months,
- b. using profanity, threats and/or engaging in physical confrontation with another member or the community at large in full Board and/or committee meetings, and
- c. any three (3) consecutive unexcused absences from full Board and/or committee meetings shall be cause for removal by the Borough President or by a majority vote of the full Board.

2. Due Process

- a. Any Member considered for removal by the Executive Committee must be afforded due process. A Member is entitled to a copy of the charges and must respond in writing within fourteen (14) days of

the written presentation. A Board Member against whom charges are brought is permitted to be represented by an attorney and may summon witnesses on his/her behalf.

b. The Executive Committee may conduct a hearing of the charges.

3. Resignations

A member of the Board may resign by submitting a written resignation to the Chairperson of the Board. Such resignation shall be effective once presented to the Full Board. The Borough President's office shall be immediately notified.

4. Filling of Vacancies

a. The Executive Committee shall review all existing vacancies on a monthly basis and solicit and review member suggestions of candidates for Board membership. The Executive Cabinet shall periodically make recommendations of candidates to the borough president and members of the city council until such time as all vacancies are filled in accordance to the City Charter.

b. Vacancies on the Board shall be filled within thirty (30) days by the borough president for the remainder of the unexpired term in the same manner as regular appointments.

II. **ARTICLE II -- BOARD MEETINGS:**

REGULAR MEETINGS; SPECIAL MEETINGS; EMERGENCY MEETINGS

1. Regular Meeting:

As provided by the City Charter, except during the months of July and August, there shall be at least one regular monthly meeting of the Board. Such meeting is to be held at such time and place as designated by the Chairperson in a written notice to be mailed to the Members at least one week in advance.

2. Special Meetings

Special meeting shall be a meeting other than the regular monthly meeting, called by the Chairperson of the Board either:

a. At the Chairperson's volition;

b. Upon a resolution adopted by a majority vote of the Members;

- c. Upon written request of at least one-third (1/3) of the Members to the Chairperson;
- d. Upon request of the Borough President or as otherwise required by the City Charter, to hold hearing on the city budget or any other public matter, and to advise the Borough President or any other city official(s) or city agency/agencies on such matter;
- e. A special meeting shall require seven (7) days written notice and include a statement of the purpose of such meeting and a proposed agenda. Only those items on the agenda distributed at the beginning of the special meeting shall be discussed.
- f. Special meetings shall be governed by the items provided for in this Article (quorum, voting and rules of order).

3. Emergency Meetings

- a. An emergency meeting shall be a meeting where time is of the essence, decisions are required immediately and seven (7) days' notice cannot be given.
- b. An emergency meeting shall require at least a twenty-four (24) hour notice and must be approved by the Executive Committee. Notice for an emergency meeting may include telephone, telefax or other rapid means of communication. Only those items on the agenda distributed at the beginning of the emergency meeting may be discussed.
- c. Emergency meetings shall be governed by the items provided for in this Article (quorum, voting and rules of order).

QUORUM; ATTENDANCE RECORDS; EXCUSED ABSENCES

1. Quorum

- a. A quorum shall be a majority of the Members of the Board (1/2 plus one).
- b. For a Uniform Land Use Review Procedure (ULURP) hearing, a quorum shall consist of twenty percent (20%) of the Board. This shall also apply to any other mandated public hearing when deemed necessary by the Board.

- c. The Housing Committee (Land Use/ULURP Review) requires attendance by at least twenty percent (20%) of the Board's membership, but no less than seven (7) members at all meetings.

2. Attendance Records

All Board Members are mandated by the City Charter to attend the full Board meeting including the public and business sessions. A Board member must be present for two roll calls during the meeting in order to be marked "present" for the meeting. Attendance records for Board meetings shall be reported promptly to the Board Secretary.

3. Excused Absences

- a. Members' excused absences cannot exceed three excused absences. A Member shall be excused three (3) times from attending a regularly scheduled Board meeting due to work schedule, illness (family or personal), bereavement, military service, religious observance or vacation.
- b. An excused absence may be obtained from the Chair of the standing committee and/or the board Chair. Whenever possible and excused absence should be obtained three days in advance. Contact the Committee Chair and/or the Board Chair directly. The Board staff should be made aware of the importance of this communication and assist the Board member in contacting the Committee and/or Board Chair.
- c. The Chair of each standing committee is responsible for reporting absenteeism of his/her committee.
- d. Any member who expects to be absent from any regularly scheduled meeting of the Board or committee of the Board shall make his or her best effort to notify the Chairperson of the Board or committee prior to such anticipated absence. However, notification of an absence does not exempt a Board member from the provisions of section 2

VOTING - "MAJORITY" DEFINED; PROXIES; MINORITY REPORTS

1. Voting - "Majority" Defined

- a. Accept as otherwise specifically required by the bylaws or by the City Charter, all action taken by the Board shall be decided by majority vote of the quorum present and voting. When a vote is taken, members involved in a conflict of interest should be marked

present for the purpose of maintaining a quorum, but are not entitled to vote. In order for a motion to pass, there must be a greater number of "yes" votes than the combination of "no" votes and abstentions.

- b. Voting shall be by roll call, printed ballots and a count of hands. Roll call voting shall be used when there are issues that require action, printed ballots shall be used for elections and a count of hands shall be used for committee reports. The total of votes, both for and against the issue shall be publicly announced and recorded.

2. Proxies

All voting shall be in person only. No written ballot will be accepted in a member's absence.

3. Minority Reports

- a. On occasion members differing with an official Board position may wish to report a minority opinion.
- b. The decision to draft a Minority Report must be announced during the meeting at which the Board acted upon the issue. In the absence of an announced Minority Report no member may identify himself or herself as such in any public statement opposing the Official Board position. The Minority Report must state the Board's vote on the issue and the number of members represented by the Minority Report. The Minority Reports may only be appended to the majority resolution.

MEETING NOTICE; AGENDA; PUBLIC SESSION; BUSINESS SESSION

1. Meeting Notice

The agenda with notice of the time and place of the meeting together with the minutes of the last meeting, where possible, shall be distributed to each member at least three (3) days before the regular monthly meeting of the Board. All matters of substantial public interest to be decided at the regular monthly meeting must be placed on the agenda and mailed to each member prior to the Board meeting. The Board shall, where possible distribute the agenda publicly prior to the meeting. Copies of the agenda, the minutes of the previous meeting, committee reports and all resolutions which require action shall be available for the Board members and, where possible, for the public at the beginning of each meeting.

2. Agenda

Written agendas must be prepared and distributed for all meetings, whether regular, special or emergency. The agenda shall be drafted by the Chairperson of the Board with the assistance of the Executive Committee and District Manager at least three (3) days before each full Board meeting. The agenda shall follow the order specified below and shall include the Chairperson's and the borough president's suggestions of business to be transacted at the meeting. The opening of the meeting and adoption of the agenda shall be included in the agenda. An agenda shall consist of the following

3. Public Session

- a. There shall be a public session at each regular monthly meeting. In the interest of affording all citizens the opportunity to be heard, each speaker will be limited to period of no more than two (2) minutes unless otherwise permitted by the Chairperson.
- b. During the public announcement session, persons shall be permitted to speak on any matter listed on the agenda before the Board. Or any matter not listed on the agenda which must be approved by The Chairperson, and which the Chair believes to be of general interest to the community and to the Board. Any person desiring to speak must sign the roster prior to the public announcement section.
- c. Representatives of the City, State and Federal agencies will address the Board during the public session. Written Public official presentations will include information on employment, renting loans and programs, where applicable.
- d. The Borough President's Report shall include, but not be limited to, items that borough president wishes to have considered by the Board. Examples include City Planning Commission items, site selection items and related matters.
- e. Reports from city council member and other public officials shall be given during the public session.
- f. If the public session extends beyond one hour, the Chairperson, with the consent of the Board, may end the public session in order to allow sufficient time for the Board to conduct its necessary business.

4. Business Session

- a. There shall be a business session where only Board members may discuss and vote on issues. Members of the public may attend the business session but may not participate without the permission of the Chairperson. Upon a Board member's request and approved by the Chair, a non-Board member may respond to questions in the business session.
- b. Discussion during the business session is limited to those matters which the Board votes to enter into the Business session. All voting items must be brought before the Full Board during the Business session.
- c. The Business session shall include but not be limited to:
 - i. adoption of the agenda,
 - ii. adoption of the minutes, and
 - iii. The Chairperson's Report.

5. Committee Reports

Reports shall be made by each Committee Chairperson.

6. Other Business – Any other announcements, voted, or issues not addressed during the aforementioned will be addressed, at this time.

7. Treasurer's Report

The Treasurer will present a monthly financial status report which shall include, but not be limited to, the annual budget, personnel services, OTPS and budget modifications.

8. District Manager's Report

The District Manager's Report shall include, but not be limited to, the District Services Cabinet and the activities of the District Office.

9. Adjournment

RULES OF ORDER

The rules of procedure contained in Robert's Rules of Order shall govern Board meetings in all cases in which they are applicable and in which they

are not inconsistent with the bylaws, the City Charter on any other city, state, or federal law.

III. **ARTICLE III – OFFICERS**

OFFICERS; TERMS OF OFFICE; VACANCY IN THE CHAIR; ROTATION OF CHAIRPERSONS

1. Officers

- a. The officers of the Board shall be Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, and Parliamentarian. Such officers shall exercise and perform the duties designated in the bylaws and such other duties that usually pertain to their respective offices or as properly delegated or assigned to them from time to time by the Board. Each officer shall hold office for such term as shall be prescribed by the Board and until his successor has been elected and qualified.
- b. The Board shall elect officers of the Board, however, the office of Parliamentarian is an appointed position and such person may or may not be a member of the Board.

2. Terms of Office

Each officer shall serve for a two (2) year period beginning on July 1 following the election of officers and termination on June 30 of the second following year.

3. Vacancy in the Chair

- a. Should a vacancy occur (death, disqualification, removal or resignation) in the office of the Chair, the First Vice-Chair will assume the office of Chair, the Second Vice-Chair becomes the First Vice-Chair. A special election will be held within thirty (30) days to elect a Second Vice-Chair using the regular election process.
- b. If one or both Vice-Chairs refuse to serve as Chairperson, a special election will be held within thirty (30) days to elect a new Chair.

4. Rotation of Chairpersons

To provide the greatest opportunity for service by each member, no Chairperson shall serve for more than two (2) consecutive terms except by a majority vote of the Board.

DUTIES AND RESPONSIBILITIES OF OFFICERS

1. Duties of the Chairperson

- a. To appoint, suspend or remove members and chairperson of the committees of the Board
- b. To receive calendars and notices of meetings of city agencies required to refer matters to community boards pursuant to the City Charter and to inform members of such calendars and notices.
- c. To attend any meetings required by the mayor or the borough president pursuant to the "City Charter" or to designate an appropriate officer, committee chairperson, Board member or the District Manager to attend.
- d. To open regular monthly meetings at the time and the date at which the Board is to meet, by taking the chair and calling Members to order.
- e. To announce the business before the Board according to the agenda.
- f. To state and to put a vote questions or resolutions which are to be moved or which necessarily arise in the course of the Board's business and to announce the result of the vote.
- g. Except as otherwise provided by the City Charter or the bylaws, to interpret and to enforce Robert's Rules of Order, the Chairperson may, at his or her discretion, appoint a Parliamentarian. The Parliamentarian shall advise the Chairperson on the rules of parliamentary procedure.
- h. To decide all questions of order.
- i. To adjourn regular monthly meetings.
- j. To represent the Board and to perform necessary functions according to the decisions duly made by the Board, including communication with governmental agencies. Such communications shall be through the appropriate governmental agency with a copy of the same forwarded simultaneously to the borough president's office.

- k. To be the spokesperson for the Board. To authorize acts, orders and proceedings of the Board or to designate an appropriate officer, committee chairperson, Board Member or District Manager in relation to the news media, agencies or government and the public at large.
- l. To prepare and deliver the Chairperson's Report.
- m. To keep the First Vice-Chairperson informed of all information, orders, directives, and other matters coming to the Chairperson's attention.
- n. Supervision and management of the District Manager and the District Office.
- o. The term "Chairperson" is used in these bylaws to describe the presiding office of the Board. Any individual elected or otherwise designated to hold such office shall have the right to style himself or herself Chairman, Chairwoman or Chairperson, as he or she prefers. The title chosen shall be used by and for the Chair on all forms, correspondence and in direct address. This rule shall also apply to Vice-Chairpersons.

2. Duties of the Vice-Chairpersons

- a. In the absence of the Chairperson, the First Vice-Chairperson shall preside at the regular monthly meeting or at any special or emergency meeting of the Board.
- b. The Vice-Chairpersons shall assist the Chairperson when necessary and as required.
- c. The Vice-Chairpersons shall share the responsibilities of directing the operation of the standing committees and shall accept such assignments as the Chairperson shall designate.

3. Duties of the Secretary

- a. Under the Supervision of the Chair, the Secretary shall be the recording officer of the Board and custodian of its records, except those specifically assigned to others, such as the Treasurer's books.

- b. The Secretary shall take the minutes of the regular monthly meetings and of any special emergency meetings of the Board. The minutes are to be an accurate record of the proceedings, stating actions and not necessarily speakers. The final version of the minutes, approved by the Secretary and the Chairperson, shall be furnished to the Borough President's office or to the District Manager for distribution no later than 10 days after each regular monthly meeting, special or emergency meeting.
- c. In addition to recording the minutes and keeping the records, it is the duty of the Secretary to keep a register, or roll of the Members and to call the roll when required; to notify officers, Committee Chairperson, and members of their appointment; and to furnish committees with all documents referred to them in the course of the Board's business.
- d. If the Chairperson and Vice-Chairperson are absent from a General Board meeting, the Secretary shall call the meeting to order and preside until the election of a Chairperson Pro Tem, should take place immediately.

4. Duties of the Assistant Secretary

- a. The Assistant Secretary shall act as Secretary and shall report minutes if the Secretary is not present at any regular monthly meeting, special or emergency meetings. He or she shall also, if the Secretary is present, aid the Secretary.
- b. The Secretary shall keep the Assistant Secretary informed of all information orders, directives and other matters coming to the Secretary's attention.

5. Duties of the Treasurer

- a. Under the supervision of the Chair, the Treasurer, in conjunction with the District Manager, shall manage the financial affairs of the Board as the Board.
- b. The Treasurer shall present an annual budget for the Board and such periodic modifications as may be necessary for approval.
- c. The Treasurer shall provide the Board with a monthly financial report that includes expenditures, monies owed, and cash on hand, or available, and projected future commitments.

- d. The Treasurer is the "custodian of the account" and is responsible for monthly reconciliation of the bank account. All checks shall be signed by any of the following two Board members: the Chairperson, First Vice-Chairperson, Treasurer or Secretary.

IV. ARTICLE IV -- ELECTION OF OFFICERS

NOMINATING COMMITTEE

1. A Nominating Committee consisting of five (5) members shall be announced at the regular Board meeting in April of every other year which requires elections. The nominating Committee shall be selected by the Chairperson of the Board, who shall also designate the Chairperson of the nominating Committee. Member of the nominating Committee are ineligible for candidacy for any office.
2. The Nominating Committee shall meet as often as necessary thereafter in order to report to the Board at its May meeting of every other year which requires election of one or more candidates for each of the office of Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Secretary, Assistant Secretary and Treasurer.

NOMINATIONS

1. At the regular May meeting of the year which requires election, the Board's Nominating Committee shall make its report. At such meeting, members may offer additional nominees from the floor. No member of the Board may be a candidate for more than one office during an election.
2. Candidates prepared to accept nominations must deliver a written statement to the Secretary at the May meeting.
3. There shall be no further nominations from the floor at the June meeting unless a position is vacant.

ELECTIONS

At the Regular Board Meeting in June, pursuant to a written notice to each Board Member, an election will be held for the offices of the Board.

1. There shall be a separate vote for each of the offices of Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Secretary, Assistant Secretary and Treasurer.

2. Voting for each office shall be by printed ballot.
3. A person receiving a majority of the votes cast for each office shall be elected. In the event of a tie vote, further vote will continue to be taken until a candidate is elected by majority vote.

V. **ARTICLE V -- COMMITTEES**

EXECUTIVE CABINET

1. The Executive Cabinet shall consist of the officers of the Board. The Executive Cabinet shall be headed by the Chair of the Board and shall work for the overall management of the Board and address personnel issues. The executive cabinet must prepare a written report to be included at the meeting of the Executive Committee and the full Board. All action items must be recommended to the Executive Committee for approval.
2. If needed, the Executive Cabinet shall serve as a personnel committee. It shall determine the qualifications for the selection of staff members for the District Office, their duties and the development of personnel policies and benefits.

EXECUTIVE COMMITTEE; IN GENERAL; RESPONSIBILITIES AND POWERS

1. In General
 - a. Committee meetings shall be open to the public and members of the Board. Every effort shall be made to enlist the participation, interest and involvement of every sector the committee is representing.
2. Executive Committee Responsibilities and Powers
 - a. The Executive Committee of the Board shall consist of the officers of the Board and the Chairpersons of the standing committee. The Executive Committee may not transact business on behalf of the full Board except as noted under Article V, Section B, Paragraph 6 of these bylaws. Executive Committee shall meet at least once a month at a regularly scheduled time and place. Executive Committee meetings shall be announced in advance at the prior full Board meeting and shall be open to Board members as observers. Board members who are not members of the Executive

Committee will be permitted to participate and add to the discussion but will not be allowed to vote.

- b. The agenda for all Executive Committee meetings will be distributed to Executive Committee members at least one week prior to the meeting date.
- c. A primary responsibility of the Executive Committee shall be to coordinate the actions of the standing committee. The Executive Committee shall also be responsible by majority vote, for recommending to the Board the dissolution of standing committees in accordance with the needs of the Community District and the priorities of the Board.
- d. The Executive Committee shall, in cooperation with treasurer and District Manager, direct the Board's internal budget and spending. The Executive Committees shall also be responsible for assembling information, monitoring, setting priorities, and making recommendations to the Board on the City's capital and expense budgets. The Executive Committee shall also plan and conduct public hearings on budget matters, coordinate the Board's participation in district and borough budget consultations and hearings before the City Planning Commission and the City Council.
- e. The Executive Committee shall review regular Board and standing committee attendance records and shall be responsible for encouraging Board Members to attend meetings regularly, to otherwise fulfill Board responsibilities, and to conduct themselves in accordance with the rules and best interests of the Board.
- f. The Executive Committee is empowered to act on behalf of the Board in emergency situations only. For purposes of this provision, "emergency situations" are those in which immediate action is required before the next regularly scheduled Board meeting and it is not possible to convene a special meeting of the Board. Any action taken by the Executive Committee under this provision shall be ratified by the Board at its next regularly scheduled meeting.
- g. If necessary, the Executive Committee shall convene the Committee of the Whole to review administrative policy or process as they relate to official Board recommendations to city agencies for contracts or grants to the district.

- h. The Chairperson of the Full Board may appoint any member from the Executive Committee to serve as chair of the Committee of the Whole. Tenure is set by the Chairperson of the Board.

OTHER STANDING COMMITTEES; IN GENERAL; MEMBERSHIP AND PROCEDURES

1. Other Standing Committees

- a. In addition to the Executive Committee, standing committees of the Board shall consist of those committees established by the Board upon the recommendation of the Executive Committee in accordance with Section B, Paragraph 3 of this Article.

2. In General

- a. In general the standing committees shall be permanent committees of the Board and will function from term to term in order to assure the continuity of the Board's work. All standing committees must be co-chaired for the sake of moving the issues brought before the committee. The Co-Chair may only represent the chair in his/her absence at the /Full Board Meeting. Public participation, other than which is mandated in the Open Meetings Act, shall be at the discretion of the Committee Chairperson.

3. Membership and Procedures

- a. No persons shall be appointed chairperson of more than one standing committee.
- b. All Board members shall serve on at least two standing committees.
- c. Standing Committee chairpersons are accountable to the Chairperson *and* shall submit to the Executive Committee accurate records of standing committee meetings as follows:
 - i. Board members and public attendance for each committee meeting;
 - ii. Resolutions adopted, with a tally of the vote.
- d. Meetings of all committees shall be scheduled at least once a month. All committee meetings shall be conducted under the same procedures as Board meeting relating to voting and to rules of order.

- e. All committee meetings shall be open to the public. Each committee may vote to go into executive session for a portion of the open meeting to discuss:
 - i. Matters which will imperil the public safety if disclosed.
 - ii. Any matter which may disclose the identity of a law enforcement agency as informer.
 - iii. Information relating to current or future investigation(s) of prosecution of a criminal offense which will imperil effective law enforcement if disclosed.
 - iv. Discussions regarding proposed, pending or current litigation.
 - v. Collective negotiations pursuant to Article 12 of the civil Service Law.
 - vi. The medical, financial, credit or employment history of a particular person or corporation or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.
 - vii. The preparation, grading or administration of examinations.
 - viii. The proposed acquisition, sale or lease of real property or the proposed acquisition, sales of securities held by such public body, when publicity would substantially affect the value thereof.

VI. ARTICLE VI -- DISTRICT MANAGER AND STAFF

Within the budgetary appropriations and in accordance with the City Charter, Personnel Policies of the City of New York, and existing requirements of due process, the Board shall hire a District Manager to assume the following duties and responsibilities:

- The District Manager shall be responsible for the administrative functions of the District Office with authority to direct and supervise the activities of any employees and shall be present at the Executive Cabinet, Executive Committee and General Board

meetings. Such responsibilities shall include the hiring, firing and disciplinary actions of all staff in consultation with the Board Chair.

- Responsible for processing all service complaints.
- Preside at the meetings of the District Service Cabinet and facilitate the coordination of the delivery of services at the District level.
- Discharge any and all duties, functions and procedures elaborated by the Board in compliance with New York City regulations pertaining to Board responsibilities.
- Report to the Board on the functioning of the District Office in accordance with procedures and guidelines established by the Executive Cabinet and the Board.
- Attend and report on such hearings, meetings and public function as necessary for the effective functioning of the District Office, including any such hearings, meeting and public functions which the Chairperson shall direct the District Manager or any other staff person to attend.
- Present to the Executive Cabinet, for its review, the projected annual budget and bi-monthly financial and program reports of the activities of the District Office. The Executive Cabinet shall present such report to the Executive Committee.
- Perform such other lawful duties as are assigned by the Chairperson of the Board in accordance with the general powers of the Chairperson of the Board. No Board member shall interfere with the District Manager or any staff in the District Office. All discharged duties must come from the Chairperson of the Board.
- The District Manager is responsible for insuring that all written communication from the Borough President's Office, the Comptroller's Office, Office of Management and Budget or another city, State or federal agency, with respect to the Manhattan Community Board 10's internal budget of financial matters pertaining to the budget be provided directly and immediately to the Treasurer.

VII. **ARTICLE VII – AMENDMENTS**

The bylaws may be amended by a simple majority vote of the members, provided that a copy of such proposed amendment shall have been made available to all members with two months' notice prior to the meeting in which the amendment will be voted. The amendment will take effect immediately.

Copyright 2012 The City of New York