THE CITY OF NEW YORK
OFFICE OF THE PRESIDENT
BOROUGH OF MANHATTAN

SCOTT M. STRINGER
BOROUGH PRESIDENT

October 1, 2010

Dear Community Board Applicant:

Thank you for your interest in becoming a member of one of Manhattan's twelve community boards. My staff and I appreciate your interest in serving your community, and we look forward to the opportunity to consider you for appointment. Half of Manhattan's 600 community board seats are up for appointment on April 1, 2011.

In order to be considered for appointment, please complete the following steps:

- Review the enclosed "Facts about Community Boards" and "Facts about Community Board Membership."
- Complete the attached application and include a copy of your resume or biography.
- Return the application to my office postmarked or hand delivered no later than **January 14, 2011**. **Faxes and emails will NOT be accepted**.

Once my Community Board Independent Screening Panel has reviewed all applications, the following steps will be taken by my office:

- Interview selected candidates during the month of February.
- Notify all appointees no later than April 1, 2011.

Please note that all applicants, including those seeking re-appointment, are required to complete an application. Currently serving board members seeking re-appointment will automatically be granted interviews.

As you may already know, the community board appointment process is highly competitive. This year, my staff and I expect to have at least three applications for every one open spot. As we receive many applications, it is not possible to appoint all of the many qualified people who apply. Before applying, I strongly encourage you to attend community board meetings, become involved in your neighborhood, visit the "Community Boards" section of my website at www.mbpo.org, and fully familiarize yourself with the process.

Should you have any questions or require additional information, please contact Jessica Silver, my Director of Community Affairs and Constituent Services, at (212) 669-8135 or via email at jsilver@manhattanbp.org, or Shanifah Rieara, the Director of my Northern Manhattan Office, at (212) 531-3030 or via email at srieara@manhattanbp.org.

Sincerely,

Scott M. Stringer
Manhattan Borough President

MUNICIPAL BUILDING • 1 CENTRE STREET, 19TH FLOOR • NEW YORK, NY 10007
PHONE (212) 669-8300 FAX (212) 669-4306
WWW.MBPO.ORG BP@MANHATTANBP.ORG

Facts About Community Boards

Excerpts taken from the 1998 "Handbook for Community Board Members"
Publication of the Mayor's Community Affairs Unit

Role of the Community Boards

Manhattan's community boards are local organizations composed of 50 volunteer members serving staggered two-year terms. Community boards have a budget, a district manager and staff, and are tasked with being the independent and representative voices of their communities.

Each community board has three distinct responsibilities: monitoring the delivery of city services such as sanitation and street maintenance; planning and reviewing land use applications including zoning changes; and making recommendations for each year's city budget. The boards are pivotal in shaping their communities and work to enhance and preserve the character of the city's many unique neighborhoods.

Examples of other types of matters that community boards consider include distribution of liquor licenses, consideration of sidewalk café applications, and permits for street fairs and other outdoor events. They may also weigh in issues before the Landmarks Preservation Commission, the Board of Standards and Appeals (the city agency dedicated to land-use and zoning regulation), and provide input on proposals from city agencies.

Structure

Manhattan's community boards are based on a parliamentary structure much like the City Council or U.S. Congress. Every board has an Executive Committee elected by the board that includes a chair, vice chairs, a secretary and a treasurer. Community boards create additional subcommittees based off the needs of their districts. Examples of committees include Land Use and Zoning, Parks and Waterfront, Health and Human Services, Nightlife and Business Applications, Transportation, Landmarks and Preservation, and Education and Youth Services. Boards are empowered to establish their own committee structure and procedures. Each community board member is expected to serve on a minimum of two committees.

Meetings

All community board meetings are open to the public. The full community board of each district meets once a month. Meetings rotate locations but are held at the same monthly times. Subcommittees meet more frequently to discuss their individual areas of responsibility.

Borough Board and Borough Service Cabinet

Manhattan Borough President Stringer chairs two boards that bring the chairs and district managers of each community board together with other important stakeholders in Manhattan each month. The Borough Board, consisting of Manhattan's city council members and community board chairs, focuses on issues dealing with land use, development, public policy, budget, and other important matters with potential borough wide implications. The Borough Service Cabinet, chaired by Manhattan Borough President Stringer with the district managers of Manhattan's community boards and representatives from city agencies, focuses on city service delivery and agency responsiveness across the borough.

Facts About Community Board Membership

Excerpts taken from the 1998 "Handbook for Community Board Members"
Publication of the Mayor's Community Affairs Unit

Eligibility

Community board members must live, work, or have an otherwise significant interest in the neighborhoods served by the community board, and be a New York City resident. In addition, the Manhattan Borough President's office looks for applicants with histories of involvement in their communities, expertise and skill sets that are helpful to community boards, attendance at community board meetings, and knowledge of issues impacting their community. No more than 25 percent of the members of any board may be New York City employees.

Application & Interview Process

Prospective community board members must submit a biography or resume and complete a comprehensive application explaining why they want to join the board, what skills they offer, and their relationship to their districts. These applications are reviewed and evaluated by an independent screening panel, instituted by Manhattan Borough President Stringer as part of his community board revitalization effort. Qualified applicants are interviewed on the panel's recommendation by staff members of the Manhattan Borough President's office. Appointments are made by April 1st and are based on the application, panel recommendation, and interviews.

Current community board members seeking to continue their service are required to fill out a re-application form prior to the expiration of their term. Reappointment is not guaranteed. Re-applying members are subject to the same application process as prospective members but are automatically granted interviews. Members must continue to demonstrate a significant interest in their community board, the ability to make the required time commitment, and a track record of constructive participation.

Appointment

Community board members are appointed by the Manhattan Borough President. Half of the members of these boards are appointed unilaterally by the Borough President, and half with the nomination of the City Council Members who represent the district. The Borough President must ensure adequate representation from different geographic neighborhoods in the district and must consider whether each community's constituencies are represented.

Commitment

Each community board member serves for two years and can re-apply at the end of their term. Members are usually expected to serve on a minimum of two committees, typically broken down by issue area and/or neighborhood, as well as attend the monthly board meeting where all committees make a report to the full board membership. Members of community boards serve without compensation but may be reimbursed for actual, necessary out-of-pocket expenses in connection with their responsibilities.

Community board membership is a major time commitment. Members are expected to be active, involved, and maintain a record of good attendance. In addition, they should seek to adhere to the principles of good government: honesty, accountability, and the avoidance of conflicts of interest.

Manhattan Borough President Scott M. Stringer
1 Centre Street, 19th Floor
New York, NY 10007
(212) 669-8300 • www.mbpo.org

For Office Use Only
CB #_____
CD# _____
Date:_____

COMMUNITY BOARD APPLICATION

The Freedom of Information Law (FOIL) may allow for public review of this application upon request.

Personal Information

❑ Mr. ❑ Dr. ❑ Ms. ❑ Mrs. ❑ Other _____
(Please check one)

Name: _____
First *Middle* *Last*

Home: _____
Street *Apt. #* *City/State* *Zip Code*

Residence is: ❑ Public Housing ❑ Mitchell-Lama ❑ Rental (Market Rate)
❑ Rental (Controlled/Stabilized) ❑ Co-op ❑ Condo
❑ Other _____
Please Specify

Contact Information

Phone No. _____ (Home) _____ (Business)

Fax No. _____ (Home) _____ (Business)

Email _____ (Home) _____ (Business)

Cell Phone No. _____ (Home) _____ (Business)

Length of time residing in New York City: _____

Which neighborhood do you reside in? *(Please be as specific as possible.)*

_____

Which community board do you live in? *(See attached map and list)* _____

To which community board are you applying? *(See attached map and list)* _____

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: _____

Month *Day* *Year*

Age Range:

❑ Under 19 ❑ 20-24 ❑ 25-44 ❑ 45-64 ❑ Over 65

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
❑ Caribbean / West Indian
❑ Latino(a) / Hispanic
❑ Lesbian/Gay/Bisexual/Transgender
❑ Person with disability
❑ Asian / Pacific Islander
❑ European / White
❑ Native American / American Indian
❑ South Asian
❑ Other _____

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

_____

_____

Employment

❑ Retired ❑ Unemployed ❑ Self-employed ❑ NYC Government ❑ Union Member

Profession / Occupation: _____

Employer: _____

Title / Position: _____

Business Address: _____

Street *Suite/Floor* *City/State* *Zip Code*

Name of Union: _____

Which community board do you work in? *(See attached map and list)* _____

To the best of your knowledge, are you employed by, or a member of, any entity (e.g. business or non-profit) with proposals, programs, requests, business, applications, licenses, or any other matters which may come before a community board for review, funding, support, or approval during the next two years?

❑ Yes ❑ No

If yes, please list the name of the entity and the nature of the interest.

_____

Entity *Address* *Interest*

Education

Most advanced degree received: _____

School: _____ Year: _____

Community Board Interest

Please note than in order to be eligible for community board membership, applicants must live, work, or have an otherwise significant interest in the neighborhoods served by the community board.

Please check all that apply:

❑ Live in the district ❑ Work in the district ❑ Own a business in the district

❑ Other significant interest _____

Please specify

Have you ever been a member of a community board? ❑ Yes ❑ No

If yes, please specify the borough, the community board, and the dates of service.

_____

Borough *Board #* *Dates of Service*

Please list current and past civic, fraternal, and non-profit organizations in which you are / have been active.

Name of Organization	Dates	Title

Please note that applicants are strongly encouraged to attend at least one community board meeting before submitting their application. The Manhattan Borough President's Office looks for applicants with histories of involvement in their communities, expertise and skills that are helpful to community boards, attendance at community board meetings, and knowledge of the issues in their community.

Please check all that apply in the past twelve months, I have:

- ❑ Attended a community board meeting
- ❑ Attended a Community Board 101 presentation
- ❑ Reviewed the information about community boards on the www.mbpo.org website.

Please describe your experience of the above. What did you learn?

_____

_____

_____

_____

Please note that all community board members are expected to attend monthly full community board meetings and serve on at least two committees.

Are you able to make the required time committment? ❑ Yes ❑ No

Describe ways in which you are making / have made contributions to your community.

_____

_____

_____

_____

What do you think are the three most pressing issues facing the community board you are applying for?

_____

_____

_____

_____

If appointed, which committees of the community board would you like to serve on and why?

_____

_____

_____

_____

What do you hope to accomplish by serving on the community board?

_____

_____

_____

_____

References

Name	Phone	Relation to You

Please provide any additional information you believe would be useful in considering your application. A resume, biography, or CV is required.

_____

_____

_____

_____

_____

_____

_____

_____

_____

By checking this box, I hereby certify that I have read the "Facts About Community Boards" included in this application and understand the role of Manhattan's community boards: ❑

By checking this box, I hereby certify that I have read the "Facts About Community Board Members" included in this application and understand the conditions and time commitment of community board membership: ❑

CERTIFICATION

I am not employed by the Manhattan Borough President or by a Council Member who may make recommendations for appointment to the community board to which I am applying. 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.

If appointed, I understand it is my responsibility to notify the Office of the Manhattan 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.

_____

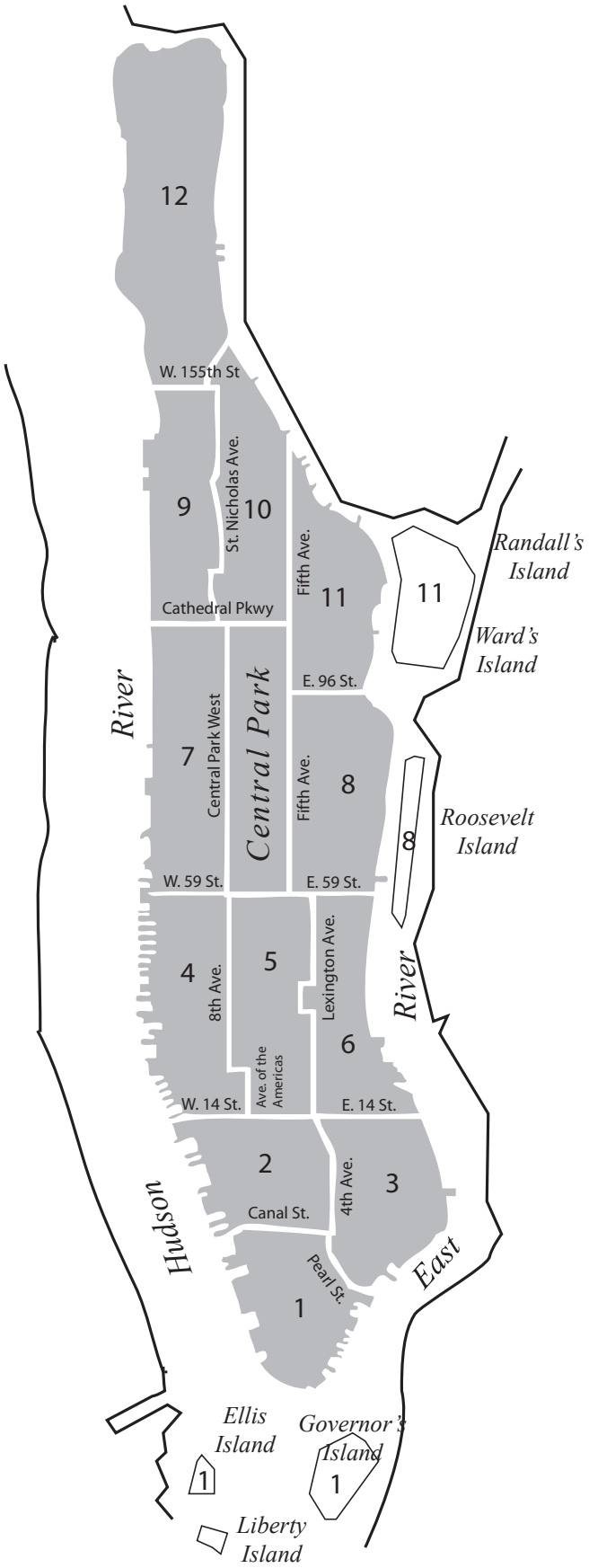
Print Name

_____

Signature

_____

Date

Please note that you must print out and sign this form. Forms with typed names in the signature field will not be accepted. Please note that not all versions of Adobe Reader will allow you to save changes to this document, but you will be able to print the document with the text you have entered.

Manhattan Community Boards