

Manhattan Community Board 3

COMMUNITY GROUP PRINCIPLES AND PROTOCOLS

Executive Summary

Community Board 3 ("CB3") values the input of all community stakeholders, as Community Boards are a vital avenue for community input into local decision-making. To that end, CB3 has developed the procedures described below to facilitate communications between CB3, Community Groups ("CGs") and any individuals or groups that may come before a CB3 committee ("Applicants"). For a comprehensive discussion of CB3 principles relating to interactions between CGs and Applicants, see [page 2](#).

Procedures and Protocols

1. CB3 will post on its website contact information for CGs and Applicants. If you are part of a CG that wishes to be listed on CB3's website, please follow the instructions on [page 3](#) and complete the standardized one page "CG [Listing Form](#)."
2. CB3 has created a standardized comment form ("[CG Comment Form](#)") for any CG wishing to submit comments on any CB3 agenda item. Please see the instructions on [page 4](#) about how to set up a meeting between CGs and Applicants.
3. [CG Comment Forms](#) must be submitted via e-mail to the CB3 office by noon of the business day prior to the relevant committee meeting (e.g., by noon Friday for a committee meeting occurring on Monday evening.) Such forms will be distributed to relevant CB3 members in advance of a meeting. [CG Comment Forms](#) also may be delivered in person to a CB3 committee chair prior to the start of a meeting.

Community Board 3: Principles Regarding Community Groups and Applicants

- Community Board 3 (“CB3”) values the input of all community stakeholders, as Community Boards are a vital avenue for community input into local decision-making.
- In order to effectively and efficiently promote communications between CGs and Applicants, CB3 will publicize contact information for CGs and Applicants on the CB3 website.
- Applicants are expected to reach out to the relevant CG(s) in advance of the respective CB3 committee hearing at which their agenda item(s) are to be addressed. CB3 members may weigh an Applicant’s attempt(s), or failure to attempt, to contact the relevant CG(s) when discussing and voting on agenda item(s).
- CGs are strongly encouraged to reach out to the relevant Applicant(s) in advance of the respective CB3 committee hearing at which any agenda item(s) of concern to such CG may be addressed. CGs do not need to wait to be contacted by an Applicant.
- The posting of CG information online does not constitute an endorsement of or support by CB3 of any CG or position. Rather, the information is intended to allow self-identifying CGs and Applicants to meet and discuss Agenda Items in advance of committee meetings. CB3 takes no position as to what qualifies or does not qualify as a self-identifying Community Group.
- Nothing in these procedures and protocols is intended in any way to limit or restrict the right of any individual or group to participate in any CB3 meeting or to meet with applicants in advance of committee meetings. No individual or group shall in any way be prohibited from addressing or submitting materials to CB3 committees, regardless of whether or not such individual or group is listed on the CB3 website or has previously met with an Applicant.
- In all instances, CB3 will fairly and impartially review any and all statement of all parties appearing before it.

Listing a CG's Information on the CB3 Website

- 1) Any CG that would like to be listed on the CB3 website should complete to the best of its ability and return to the CB3 District Office the required form ("[CG Listing Form](#)") detailing basic information, contact information and the committees of interest to the group. *Note that all information included on the CG Listing Form will be publicly available on the CB3 website.*
- 2) The CB3 District Office will create and maintain a consolidated listing of all CGs, along with contact information, and post it on the CB3 website.
 - a. CGs are responsible for updating the information on their CG Listing Form whenever it changes by contacting the CB3 District Office, and to affirm its accuracy as prompted by the CB3 District Office (i.e. annually).
 - b. A consolidated listing of CGs also allows for greater community coordination and information sharing in the event of emergencies like Hurricane Sandy.

[BAD ACTOR OPTIONS TO BE CONSIDERED BY CB3 EXEC CMTE:]

OPTION 1: CB3 takes no position on the qualifications, rights, or responsibilities of any self-identifying CG listed on the CB3 website. As a result, CB3 will not monitor or police the actions of a CG in connection with the process outlined herein and will not remove from the CB3 website the listing of any CG that has submitted a CG Listing Form. **OR**

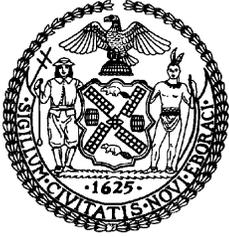
OPTION 2: Complaints regarding any CG, Applicant, individual(s) and/or other group(s) may be made by contacting the CB3 District Office, and the CB3 District Office will forward all complaints to the CB3 Executive Committee. If, after an opportunity to discuss a complaint about a CG at a public meeting, the CB3 Executive Committee determines that a CG has acted and/or continues to act in a manner inconsistent with the CB3 Community Group principles and protocols, the CB3 Executive Committee may recommend to the full board that such CG be removed or "de-listed" from the CB3 website. A CG may only be "de-listed" from the CB3 website by a vote of the entire CB3. **OR**

OPTION 3: [Develop a comprehensive CG code of conduct and/or list of specific actions that would result in a CG being "de-listed" from the CB3 website. Likely would still require hearing / vote by Exec Cmte and/or full CB3.]

CG Comment Submission Forms and Communications/Meetings Between Applicants and Community Groups

- 1) CG contact information will be posted on the CB3 website, along with their geographic area(s) of concern and CB3 committee(s) of concern.
- 2) Applicants that will appear before a given CB3 committee should review the CG listings on the CB3 website as early as possible to identify CGs within the geographic area of their application/activity/agenda item to determine if the CG has identified that committee as a committee of interest.
- 3) CB3 expects Applicants to reach out to the applicable CG(s) as early as possible to open a line of communication and potentially determine if one or more CGs are interested in meeting in advance of a CB3 committee meeting to discuss the relevant agenda item(s).
 - NOTE: CGs do not need to wait to be contacted by the Applicant. CGs are strongly encouraged to proactively reach out to Applicants once the monthly committee agenda, along with Applicant contact info, is posted on the CB3 website on the last Wednesday of each month.
- 4) CB3 expects CGs to publicly advertise any meetings held in advance of a CB3 meeting. For the convenience of CGs, CB3 has developed a **Public Meeting Notice** template that CGs may choose to use to advertise their meetings. CB3 also expects CGs to allow for meaningful dialogue and discussion of all viewpoints by all participants.
- 5) Any CGs wishing to submit comments with respect to one or more agenda items are strongly encouraged to utilize the CG Comment Form available on the CB3 website and complete such form to the best of their ability.
 - CG Comment Forms must be delivered to the CB3 District Office via e-mail by noon of the business day prior to the relevant committee meeting (e.g., By noon Friday for a committee meeting occurring on Monday evening.) such forms will be distributed to the CB3 committee members prior to such meeting.
- 6) CG Comment Forms may be presented orally to committee members by a representative of the CG or read into the minutes by the committee chair.
- 7) Applicants will be given an opportunity at the CB3 committee meeting to affirm or rebut any content in any relevant CG Comment Form(s).
- 8) CB3 committee members may review submitted CG Comment Forms and exercise discretion to give whatever weight to such forms, if any, as they deem appropriate.
- 9) CGs, and any interested individual or group, are always free to attend and participate in any CB3 meeting per existing procedures. The sole purpose of these procedures is to create a streamlined option for CGs to present their position on behalf of their membership and potentially avoid the need for duplicative testimony.

COMMUNITY GROUP LISTING FORM



THE CITY OF NEW YORK MANHATTAN COMMUNITY BOARD 3

59 East 4th Street - New York, NY 10003
Phone (212) 533-5300 - Fax (212) 533-3659
www.cb3manhattan.org - info@cb3manhattan.org

Gigi Li, Board Chair

Susan Stetzer, District Manager

Community Board 3 maintains a list of Block Associations, Tenant Associations and other community organizations and maintains an online directory of such organizations as a general resource for the Board and community. In addition, this online directory may be referenced by, among others, film production companies and liquor license applicants that wish to contact impacted areas. [Reference to CB3 process / overview document regarding CB3, community organizations, process, rights/responsibilities, etc] If you would like your organization included in this directory, please give the following information to the best of your ability. [Note that items 1-4 will be prominently displayed on website; entire form will be posted as a PDF] Please mail, fax or email completed form to Community Board 3 and attach an additional sheet if needed.

1. Name of Organization _____

2. Contact and Preferred Method(s) of Contact:

a. Name and Title _____

b. Mailing Address _____

c. Phone Number _____

d. Email Address _____

3. What boundaries / geographic areas of Community Board 3 does your organization cover?

(e.g., 6th Street between 1st Avenue and 2nd Avenue.)

4. Current issues of concern (select all that apply):

Small Business / Retail Diversity

Transportation

Development, Land Use, and Housing

Community Emergency Response and Preparedness

Block Improvement and Streetscape

Seniors

Nightlife / Liquor Licenses

Human Services

Preservation

Youth and Education

Quality of Life

Arts and Culture

Parks, Gardens, Waterfront, and Trees

Other: _____

5. This organization considers itself a (select all that apply):

Block Association

Merchant Association

Tenant Association

Political Club

Advocacy Group

Other _____

6. Mission/purpose of organization: _____

7. What are your organization's activities / primary functions? _____

8. Is there a governing body (e.g., Board and Officers?) _____

9. How is the leadership determined (circle): Elections Volunteer Other: _____

10. How often does the organization meet? _____

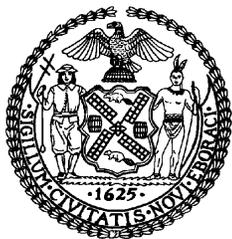
11. How do you notify people of meetings (i.e. outreach strategy)? _____

12. What are the qualifications or criteria for membership, if any? _____

Signature, Title

Date

COMMUNITY GROUP COMMENT FORM



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Phone (212) 533-5300 - Fax (212) 533-3659
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Gigi Li, Board Chair

Susan Stetzer, District Manager

All questions are designed to provide background that will help CB3 understand your organization, your meeting, its participants and results from the meeting. Please answer each question to the best of your ability. In considering your organization's submission, individual committee members have the discretion to weigh the responses below however they choose.

1. Name Of Organization:
2. Relevant Agenda Item(s):
Support or Oppose Agenda item? _____
3. Location and date of meeting at which the agenda item(s) was/were discussed:
4. Method of providing notice of the meeting [Email, postings, flyers, etc]:
5. Date(s) on which notice of the meeting was provided:
5a. Attach a copy of the notice to this form
6. Number of people who attended the meeting:
6a. Attach a copy of a sign in form for the meeting to this form
7. Attach copies or describe any votes / resolutions / agreements from the meeting (identify by agenda item #):
8. If this form is being submitted in opposition to a particular business/organization/applicant, please describe what steps you took, if any, to reach out to business/organization/applicant to discuss your organization's concerns (identify by agenda item #):
9. Additional comments or testimony (identify by agenda item #):

Signature, Title

Date