



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

CB 3 Manhattan Committee Chair Responsibilities Handbook

Attendance:

Committee chairs are responsible for attending the Executive Committee meetings on a regular basis. It is the one opportunity a month for the Chairs to exchange ideas with colleagues and officers, learn about high priority issues and disseminate information to committee members, weigh in on timely policy and procedure items, provide input into the direction for the Board, report on the most recent committee meeting, and fulfill the below responsibilities.

Attendance of one's own committee is mandatory. Aside from excused medical and military leave, missing more than one meeting in a three-month period and/or three or more within a year could lead to a chair being replaced. Obviously, individual circumstances will dictate such a course of action and would be taken into account along with how well the chair is satisfying all other responsibilities. If you cannot chair a meeting, you are responsible for finding a back-up Chair, getting approval from the Board Chair, and explaining procedures surrounding the chairing a meeting. In sum, you are responsible for your committee and should follow-up to address any mistakes at the full board meeting.

In general, Chairs should not add or remove committee members from a committee without consulting with the Board Chairperson first and/or asking the office for clarification as to whether or not a member has been officially added or removed from the member list. Including a member as part of quorum, when he/she is not on the committee, jeopardizes the validity of a meeting and subsequent votes.

If a member has a conflict of two community board meetings at the same time, it should be noted on attendance "at another CB meeting." This will not count as an absence.

Committee Chair Leadership:

Committee Chairs must be familiar with and abide by all CB 3 By-Laws and established policies of the Board as well as orient new members and reinforce understanding of said policies by current members.

Committee Chairs must:

- Use parliamentary procedure to conduct meetings.
- When you email to the committee, put email addresses in bcc so that members cannot "reply all." You can send information out to members, but any discussion or back-and-forth by a quorum of the committee or more violates the Open Meeting Law because it is considered a private meeting.
- Abide by rules laid out in the Handbook for Community Board Members.
- Manage committee members' attendance, including lateness. Attendance MUST be submitted with meeting minutes.
- Check e-mail regularly for board communications and answer in a timely manner. Please communicate to the Board Chair and Office your preferred means of contact if e-mail is not it.
- Conduct research, write-up findings, and attempt to thoroughly understand public policy affecting committee goals.
- Educate members on all issues, policies, procedures, and budget cycle.

- Establish strategies to fulfill District Needs, and develop short and long-term plans for their committees throughout the year.
- Provide timely status updates to the Board Chair and/or the District Manager, especially to the DM when service delivery issues are of concern, e.g. if you learn important information that needs to be followed up for investigation with an agency.

Generally, Committee Chairs should not add new members to the committee list if you have not heard that they are officially on the committee or it is not written on the attendance sheet. Speak to the Board Chair, the District Manager, or Board Vice-Chairs to verify if someone should/shouldn't be on the committee before allowing them to vote, especially if the vote makes a difference since their vote may be later nullified should they not have been appointed.

Throughout the year there are various tasks with important deadlines. Some are associated with the City's Budget Cycle or come out of the City Charter. Full cooperation and participation is required of all Committee chairs. It should be the Committee Chairs' and board members' responsibility to refer to the budget calendar and complete the required tasks by the established deadline. The District Manager works with Committee Chairs to coordinate these activities and to drive them to an on time completion, however, the chairs need to conduct research and provide updates every year.

All Chairs are expected to act in a professional manner and adhere to all CB 3 By-Laws, established Board policies, and City laws and rules, such as the NYC Human Rights Law, found at www.nyc.gov/cchr. Additionally, Chairs must adhere to CB 3 By-Laws regarding speaking to the news media and must consult with Board Chair before speaking to them on behalf of CB 3. Instructing other members, especially those that are part of a Chair's committee, to reach out to the Board Chair when commenting on matters that have come before the board is essential in enforcing and adhering to this policy.

Agendas and Meetings:

Please email agenda items to office as soon as you know of any, even if you don't have final language. If you have someone specific that you want invited, please supply his or her name and contact info (if possible). You may also ask the office to investigate the appropriate person to invite.

Committee agendas are finalized at Exec—but that is too late to add items that require confirmation of the invited guest's or agency's attendance to present at committee. Please check agendas carefully at Exec and note any changes on draft agenda and leave in committee folder. Ed will go through all the folders the next morning.

The office invites and confirms invites and includes this list in the committee package. If you want to handle invites, please let Susan know so that work is not duplicated. If you have someone you want the office to invite—please give this information ASAP.

When agencies are requested to present at a committee—they generally require this in writing (email) with specifics of what should be covered. This often needs to go through a bureaucracy within the agency—so please be specific as to what is requested and allow time for this. It may take a few months, as the presenter may not be available at the time of next committee meeting.

Committee packages The office will obtain as much material as possible electronically and link to the agenda item on the website. Please make sure your committee members understand they can review material before the meeting by checking the material on the website Calendar of Meetings. If you need

further information, materials, etc.—please let the office know as soon as possible. The Office cannot always supply this the same day—it sometimes requires a day or two.

Committee material received at the meeting should be returned to the office at the Exec meeting, along with any handouts received at committee. This is important for committee files/reference. The attendance sheets and speaker forms are "FOILable" and have been foiled, so it is very important to return them.

Minutes

Committee Minute procedures

The committee recorder will send the minutes to the committee members and the District Manager/Ed Chan by one week after committee meeting with document clearly labeled as follows: *Transportation minutes 7.7.14*. The format should remain consistent.

- Committee members have one week to return any edits to the recorder.
- If there is a revised version, this must be redistributed to the committee members and the office by one week after the edits (or soon if needed for the Executive Committee Vote Sheet) and Revised 7.17.14 added to the title. If there is no revision, minutes should not be resent.
- If the committee meeting is one week or more prior to Exec, minutes should be sent in no later than the Monday or Tuesday of the week of Exec meeting. If the meeting is the same week as Exec, minutes are due either the day before or morning of the Exec meeting. If this is a problem, discuss with DM.
- The committee will vote to approve minutes as the first agenda item for each committee. On the full board vote sheet, the vote will read "no vote necessary/approved by committee."

Executive Committee Minutes Procedure

- After the executive committee meeting, office will immediately send minutes to secretary, who will clean up minutes and distribute to committee and DM within one week.
- Members and DM will send edits to secretary within a week. Secretary will send final minutes to Susan/exec committee within one more week. Minutes will be labeled *Exec minutes Oct 2014*.
- Executive Committee minutes from the preceding month will be voted on at each Executive Committee meeting.
- On the full board vote sheet, under Executive committee, the first vote will read "no vote necessary/approved by committee."

The **Vote Sheet** is made up from the resolutions in the minutes and provided for review at exec. We also archive minutes electronically and use them for attendance. Even if there are no votes, it is necessary to send in the form for attendance so that the office knows there are no votes to come. Please review vote sheet at exec - it will posted on the website the next day to read before the board meeting. Any letters to be sent should be included. All resolutions should have complete and final text. Chairs who delegate the duty of producing and submitting the minutes and vote sheet to others are responsible for his/her delegate meeting these time frames and procedures.

Budget Process:

Every year the Board is mandated to participate in the budget process. Chairs should be familiar with and frequently reference budget calendar. In order to formulate District Needs, Chairs should review the previous year's Needs Statement (on our website), and consolidate agenda items, resolutions, and minutes from the previous year's committee meetings to create a framework that will help develop their committee's relevant portion(s) of upcoming year's District Needs. Chairs are responsible for

thinking strategically, soliciting ideas and questions from committee members and local organizations, as well as conducting research in order to provide agencies with items for budget consultations. Budget priorities are an outcome of both responses from agencies, research conducted by our committees, positions, and policies of the Board. Chairs will provide their committee's priorities in a timely manner and work with the other chairs and board members to place them appropriately on the Expense and Capital lists. All in all, there are solid deadlines that must be met by our Board and Chairs need to work with their committee members to meet these deadlines so that the Board provides beneficial input to the City of New York's budget process. The positions and priorities we determine help to guide policies and positions throughout the year on new and recurring matters of the Board.

Office Interactions:

Committee chairs should contact staff directly for committee support. Please also cc District Manager on all email requests to staff. Please email information—having written reference will better ensure the work will not fall through the cracks.

- Susan/Julie prepares agenda. We have agenda templates prepared several months ahead— so you can always ask for an item to be placed on agenda way ahead of time as a placeholder. You can then review later. Please remember that some agenda items require invites that may take up to a few weeks. Some may require changing meeting location or postponing other agenda items. So, please send agenda items as soon as possible.
- Ed receives electronic minutes form and prepares vote sheet from this. There is lots of last minute prep for exec meeting—so please send minutes ASAP. Sometimes the office gets everything last minute and this creates a lot of stress and worry about having everything ready. Some committees have extensive minutes of discussion and cannot submit this quickly. If this is the case, please submit the votes (or no vote necessary) early for vote sheet and follow up with complete discussion section of minutes—it is always a good idea to discuss problems with DM if you cannot have everything ready on time. Please check your vote resolutions carefully —this is not a draft for office to make extensive corrections later.
- Derdra prepares the committee material. If you want copying done or other materials included, please let her know. Please allow at least 1 day turn-around.
- Julie sends out resolutions. Please note this can take a few days. If there is a time--- sensitive resolution, please let her know.
- Julie manages archives. If you need a resolution on letterhead, this comes from her. Please note that all resolutions from Jan. 2004 to present are on the website—so you do not need to request any resolutions from the office unless needed on letterhead.
- Office is almost constantly working with deadlines. While they will always try to accommodate emergencies, please try to give the office more than a day to complete your requests.
- Office staff has distinct tasks and standards, many of which are time sensitive. It is inappropriate for Chairs to expect staff-members to conduct work outside of the normal course of the committee's scope and administrative support needs. Research and information that can be easily obtained using the CB 3 web site should be conducted by Committee Chairs or Board Members, unless the District Manager and Board Chair agree that it is necessary for the staff to conduct this research for a Committee Chair or Board Member. Chairs should also utilize local blogs and news sources, but it is recommended that fact checking be conducted before memorializing these news sources as part of resolutions. Committee members should also be assigned research tasks so that the office is not overburdened and can complete what is outlined in their Tasks & Standards.

- The District Manager often has a lot of knowledge and background information that has been obtained through communication with residents, elected officials, and City agencies. This information is often not easily obtained other than by talking to the DM. Chairs should work collaboratively with the DM to understand issues, policies and procedures; inform committee members of facts learned through working with the DM and office staff; develop substantive and effective draft resolutions; learn effective ways of working with City agencies; and figure out what work the DM is capable of producing for the Chair and vice versa. There are often clear tasks of a chair that Susan may or may not be able to assist with— experience helps to understand what is feasible.
- Phone calls of a non-business nature with office staff are not appropriate, and should be outside of business hours.

Conclusion: All Committee Chairpersons, by accepting their position, are agreeing to the above responsibilities. Please communicate with the Board Chair if you no longer feel that you can meet these responsibilities.