

CB 3 Manhattan Committee Chair Responsibilities Handbook

Attendance:

Committee chairs are responsible for attending all Executive Committee meetings. 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 of a meeting. In sum, you are responsible for your committee and should follow-up to address any mistakes at the full board meeting.

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 emailing 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. Attendance MUST be submitted with meeting minutes. Committee Chairs should discuss attendance issues with members.
- Check e-mail regularly for board communications and answer in a timely manner. It is understood that often chairs cannot be available while on their day jobs; the office will always allow for day or two response overnight and /or weekend.
- If Chair will be unavailable because of vacation or other reasons, s/he should notify all in office by email with plenty of lead time to deal with any upcoming issues. A person should be designated to handle immediate issues or the Chair can ask the office to make decisions on immediate issues. Most members continue to be available while they are away, so it is important to let office know not just that you will be away but also if you are unavailable.
- 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.

Appointment of Members and Public Members and committee leadership

- The Board Chair is responsible for appointing board members and public members to committees. Although the final decision belongs to the Board Chair, s/he will discuss first with the Committee Chair. 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 or the District Manager 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.
- After the decision is made, the Board Chair will email to the office (DM and Senior Community Associate) with cc to Committee Chair and

member. If this does not happen, the person is not added or removed from the committee.

- Committee Chairs decide whether or not to have a vice chair and / secretary and should discuss with Board Chair. To appoint a vice chair or secretary, the committee chair should email to the senior community associate and cc the DM and person being designated that this person has been appointed and the website should be updated to reflect this position. The person is not officially appointed until this email is sent to the office. Committee Chairs and Board Chair should occasionally check the website to make sure it is correct and update.

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. The timeline of reoccurring activities can be found on the website under Member Resources.

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. The Senior Community Associate will go through all the folders the next morning. Any requested changes should again be checked on the Draft Agenda at the full board. Any issues must be dealt with immediately as the agenda is generally posted the day after the full board.

The office invites and confirms invites and includes this list in the email committee package you receive one week before the meeting. If you want to handle invites, please let the DM 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. All invitees should be confirmed by the Exec meeting so that we don't have agenda items on the agenda that may end up not being presented.

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/Senior Community Associate by one week after committee meeting with document clearly labeled as follows: *Transportation minutes 7.7.14*. The format should remain consistent for archiving purposes.

- Committee members should contact the Committee Chair as soon as possible if corrections are needed but may ask for corrections (factual information only) at the next meeting when voting to approve minutes.
- If there is a revised version, this must be redistributed to the committee members and the office 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 approve minutes as the first agenda item for each committee—this is also the roll call for attendance. It is not necessary to make a motion for the minutes to be approved. The chair may say, “if there are no objections, the minutes are considered approved.” On the full board vote sheet, the vote will read "no vote necessary/approved by committee."
- See How to Take Minutes under Member Resources on the website under Member Resources. We take corporate style minutes and capture decisions and follow ups as needed. The minutes generally should record what was discussed, not what was said.
- Regardless of who takes minutes and distributes them, the Committee Chair is responsible for seeing that this happens within the timeframe.

Executive Committee Minutes Procedure

- After the executive committee meeting, the Secretary will immediately send minutes to DM and Board Chair, who will note any revisions and return to Secretary. Secretary will clean up minutes and distribute to committee and DM/Senior Community Associate within one week.
- Minutes will be labeled *Exec minutes Oct2014*.
- Executive Committee minutes from the preceding month will be voted on at each Executive Committee meeting as first agenda item and will also serve as attendance roll call.

- 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. Minutes are also archived electronically and used for attendance. First and last vote with attendance should be filled out completely indicating if member was present or absent-please do not leave blank spaces. 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 in the vote sheet . 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

District Needs Statement

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 under Member Resources).

The District Needs should be an agenda item for May, June and July.

- In May, the committee should review each section and decide which need to be updated and who will update.
- The updates should be reviewed in June and
- finalized and voted on in July. The office works with the committee to update, research, and document. 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

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. Manhattan CBs meet with agencies as a group to get information regarding budget priorities. The Boards create agenda items to

solicit information in June. In September, the Committee Chairs along with the office attends consultations corresponding to their committees. The Chairs are responsible for bringing information back to the committee or designating a committee member to do so. 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.

- DM/ADM 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.
- Senior Community Associate 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. Please check your vote resolutions carefully – this is not a draft for office to make extensive corrections later.
- The Community Associate 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.
- ADM sends out resolutions. Please note this can take a few days. If there is a time sensitive resolution, please notify the office.
- ADM manages archives. If you need a resolution on letterhead, please request from ADM. 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 website 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. Chairs should also utilize local blogs and news sources, but it is recommended that factchecking 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.

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.