



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

**SCOTT M. STRINGER**  
BOROUGH PRESIDENT

February 1, 2006

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, 2006.

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

- Review the enclosed *Facts about the Community Boards*.
- Complete the attached application and include a copy of your resume or biography.
- Return the application to my office postmarked no later than February 28, 2006. **Faxes will NOT be accepted.**

Once I have reviewed all applications, the following steps will be taken by my office:

- Interview selected candidates from the applications submitted.
- Complete all interviews on or about March 7, 2006.
- Notify all appointees on or about April 1, 2006.

**Please note that all new applicants, as well as those seeking re-appointment are *REQUIRED* to complete the new application. All individuals seeking re-appointment will automatically be interviewed.**

As you may already know, the Community Board appointment process is highly competitive. This year, my staff and I hope to have at least 3 applications for every 1 open spot. As we receive many applications for a few available seats, it is not always possible to appoint all of the many qualified people who apply. In the meantime, I strongly encourage you to attend Community Board meetings, become involved in your neighborhood, and fully familiarize yourself with the process.

Should you have any questions or require additional information, please contact Joshua Bocian, Director of Community Affairs, at (212) 669-4453 or via e-mail at [jbocian@manhattanbp.org](mailto:jbocian@manhattanbp.org).

Very truly yours,

A handwritten signature in black ink, appearing to read "Scott M. Stringer".

Scott M. Stringer  
Manhattan Borough President



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**SCOTT M. STRINGER**

Municipal Building, 1 Centre Street, 19th Floor • New York, NY 10007 • Telephone: (212) 669-8300

## **FACTS ABOUT THE COMMUNITY BOARDS**

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

### **ROLE OF THE COMMUNITY BOARDS:**

Essentially, consult and advise the Borough President, Mayor, Council Members and City Agencies on the City's budget, land-use and service delivery. Community Boards have a broad advisory role with respect to any matter affecting the district, but they do not generally have final decision-making authority. As a Community Board member, you work with neighbors, elected officials, city agencies and others to address quality of life issues that impact you and your community. Issues discussed at Community Boards include liquor license applications by local businesses, pedestrian safety routes, sanitation pick-up, construction projects, and development of housing.

### **BOARD MEMBERSHIP:**

There is one Community Board for each of the City's 59 Community Districts. In Manhattan, there are 12 Community Boards. Each has up to 50 voting members who serve for staggered terms of 2 years; one-half of the membership is appointed each year. Board members are selected from among active, involved members of each community. Members of the Community Boards serve without compensation but may be reimbursed for actual, necessary out-of-pocket expenses in connection with attendance at regularly scheduled meetings.

### **ELIGIBILITY:**

Members must be New York City residents who live in or have a business, professional or other significant interest in the district. No more than 25 percent of the members may be City employees.

### **APPLICATION & INTERVIEW PROCESS:**

Complete and return a Community Board Membership application, available upon request from the Office of the Manhattan Borough President. After submitting an application, you may be called in for an interview at the Office of the Manhattan Borough President. Generally, interviews and appointments are made every year in April. At the discretion of the Borough President, mid-term appointments can be made to fill Community Board vacancies.

### **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. **This is a major time commitment.** An effective Community Board requires the full and active participation of all its members. Good attendance is a priority for the Borough President and poor attendance constitutes cause for removal from the Board.

### **APPOINTMENTS:**

The Borough President appoints the Community Board members, with half recommended by the local City Council members. The Borough President must ensure adequate representation from different geographic neighborhoods in the district and must consider whether all segments of the community are represented. Community Boards and civic and other community groups may submit nominations to the Borough President or to the Council Members.



**This section is optional. You may check multiple boxes.**

- African American/Black
- Caribbean/West Indian
- Asian/Pacific Islander
- South Asian
- Differently-Abled/Hearing/Visually Impaired
- Other Characteristics/Background relevant to community representation: \_\_\_\_\_
- European/White
- Latino(a)/Hispanic
- Native American/American Indian
- Lesbian/Gay/Bi-sexual/Transgender

**Are you a legal resident of the United States?**       Yes       No

**Length of time residing in New York City:** \_\_\_\_\_

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

\_\_\_\_\_

**EMPLOYMENT**

- Retired     Unemployed     Self-Employed     NYC Government

**Profession/Occupation:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Title/Position:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

*Street*

*Suite/Floor*

*City/State*

*Zip Code*

**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 entity and nature of interest.**

*Entity*

*Address*

*Interest*

**EDUCATION**

**List most advanced degree received:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**COMMUNITY BOARD INTEREST**

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

Attend school within 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 dates of service.**

| <i>Borough</i> | <i>Board #</i> | <i>Dates of Service</i> |
|----------------|----------------|-------------------------|
|----------------|----------------|-------------------------|

**Have you attended a Community Board meeting in the past 12 months?**     Yes     No

**If yes, please specify how many and which board(s):**

\_\_\_\_\_

*Please note that all Community Board members are expected to attend monthly general Community Board meetings and serve on at least two committees and attend monthly committee meetings.*

**Are you able to make this time commitment?**     Yes     No

**What do you think are the three most pressing issues facing the Community Board you are applying for?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Describe ways in which you are making/have made contributions to the community and/or the Community Board you have served on.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What do you hope to accomplish by serving on the Community Board?**  
*(Please specify any skills and/or interests relevant to achieving your goals)*

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**Based on your relevant skills or interests, in which of the following areas do you think you can most contribute? (You may check more than one box.)**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Arts/Culture    | <input type="checkbox"/> Budget/Finance | <input type="checkbox"/> Consumer Affairs | <input type="checkbox"/> Economic Development |
| <input type="checkbox"/> Education/Youth | <input type="checkbox"/> Environment    | <input type="checkbox"/> Health           | <input type="checkbox"/> Housing              |
| <input type="checkbox"/> Landmarks       | <input type="checkbox"/> Land Use       | <input type="checkbox"/> Urban Planning   | <input type="checkbox"/> Parks/Recreation     |
| <input type="checkbox"/> Public Safety   | <input type="checkbox"/> Sanitation     | <input type="checkbox"/> Seniors          | <input type="checkbox"/> Social Services      |
| <input type="checkbox"/> Transportation  | <input type="checkbox"/> Waterfront     | <input type="checkbox"/> Other _____      |   |

*(Please Specify)*

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

| <b>Name of Organization</b> | <b>Dates</b> | <b>Title</b> |
|-----------------------------|--------------|--------------|
| _____                       | _____        | _____        |
| _____                       | _____        | _____        |
| _____                       | _____        | _____        |

**REFERENCES**

| <b>Name</b> | <b>Phone</b> | <b>Relation to You</b> |
|-------------|--------------|------------------------|
| _____       | _____        | _____                  |
| _____       | _____        | _____                  |

**Please provide any additional information you believe would be useful in considering your application, such as a resume or biography.**

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## CERTIFICATION

I am not employed by a Councilmember or by the Manhattan Borough President. 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 allowing 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, meetings of committees I will be assigned to, and public hearings that may be called. Failure to do so will 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.

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**Print Name**

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**Signature**

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**Date**