

# Community Board 7/Manhattan Bylaws

## INTRODUCTION

**The Bylaws Of Community Board 7/Manhattan** (the "Bylaws") shall conform and be subject to all relevant provisions of federal, state and city law, including but not limited to Chapter 70 section 2800 of the New York City Charter as amended (the "City Charter"), a copy of which is attached and incorporated in these Bylaws.

**Community Board 7/Manhattan** (the "Board) serves **Community District 7/Manhattan**. The boundaries are the center of 59<sup>th</sup> Street to the south (excluding the Time Warner Center), the center of 110<sup>th</sup> Street to the north, the Hudson River to the west and Central Park to the east.

**Open Meetings Law:** All meetings of the Board, including but not limited to regular, special and emergency meetings, and all committee meetings shall be conducted in accordance with New York State Open Meetings Law, including provisions in that law relating to notice, minutes and meeting in executive session.

**Rules Of Order:** All Board meetings shall be conducted according to Robert's Rules of Order, except when they are inconsistent with the Bylaws or the City Charter.

## ARTICLE I - MEMBERSHIP

### A. Members

1. The Board shall consist of not more than 50 members appointed by the Borough President for staggered two-year terms.
2. At least one half shall be appointed from nominees of the City Council members elected from City Council districts which include any part of the community, proportional to the share of the District population represented by each Council member.
3. No more than twenty-five percent of the members shall be City employees.
4. Only those who have a residence, business, professional or other significant interest in the District and are domiciled in New York City may be appointed or remain a member of the Board. Membership shall represent a diversity of interests and be representative of the District. Pursuant to the City Charter, the Board may submit nominations for Board membership to the Borough President and the District's City Council Members.
5. **Members Serve As Individuals:** Members serve in their individual capacity. In their Board actions they must remain independent. They shall not be instructed by, or responsible to, any other organization with which they may be affiliated or to any elected official.

6. **Term:** The term of each member shall be calculated from the first day of April in the year in which he/she takes office. Members serve a two-year term except those appointed to fill a vacancy shall serve to the completion of that vacancy.
7. **Ex Officio:** Members of the New York City Council whose districts include part of the District are non-voting members of the Board.

#### **B. Duties And Responsibilities Of Members**

1. **Attend Meetings:** Each member shall regularly attend meetings of the Board and the standing committees of which he/she is a member.
2. **Treat Others With Respect And Courtesy:** Members are expected to treat other Board members, members of the community, and representatives of city/state/federal agencies, elected officials and all others with respect and courtesy while acting in their capacity as Board members.
3. **Conflicts Of Interest:** Members are subject to Chapter 68 ("Conflicts of Interest") of the New York City Charter. Pursuant to the provisions of Chapter 68, Members must protect the integrity of the Board's decision making processes and not use their positions as public servants to obtain private advantages for themselves or any individual, business or organization with which they are associated. A member may not vote on any matter that could result in a personal and direct economic gain to the member or to anyone associated with the member. "Associated" as defined in the New York City Charter Section 2601 (5) includes the community board member's spouse, domestic partner, child, parent or sibling; and any person with whom the member has a business or other financial relationship and each firm in which the member has a present or potential interest. Members should seek the guidance of the New York City Conflicts of Interest Board to determine whether a prohibited conflict of interest exists. Any members participating in the Board's consideration on an issue that presents a prohibited conflict of interest for that member shall 1) disclose his/her Conflict before speaking, and 2) vote "present but ineligible due to a Conflict" on that issue. The tally of votes shall record separately the number of those ineligible to vote due to a Conflict.
4. **Affiliations:** Any Member who is an officer, director or employee of, or a professional or service provider to, an organization having a matter before the Board, where the Member has discretionary decision-making responsibilities for that organization shall disclose his/her relationship with said organization before speaking or, if not speaking before voting on that matter.
5. **Strive to Understand Issues:** Members are expected to devote their best efforts toward understanding the issues that come before the Board or the committees of the Board, including issues raised at public session in order to contribute to the discussion and vote in an informed manner.
6. **Vote in Best Interest of the Community:** Members are expected to vote on issues in accordance with their best understanding of what is in the community's best interest.

### **C. Communication With The Public**

1. **Statements On Behalf Of The Board:** Only the Board chairperson or his/her designee shall serve as the authorized representative of the Board. No other member shall speak for the Board. The Board may not delegate any committee or groups of individuals to act on its behalf.
2. **Member Statements on Board Matters:** Any Member who is invited to or intends to make a statement to a governmental agency, private organization or the media must state that he/she is speaking as an individual or as a representative of any other organization and not representing the Board and that such statement represents solely the individual's opinion.

**D. Removal For Cause ("Cause")\*:** The Board may remove a Member for Cause by a Majority (see below) vote of the Board. Any Member may recommend to any Steering Committee member that another Member be removed from the Board for Cause. The Steering Committee member to whom the recommendation is made shall promptly report this to the Board chairperson.

1. The Steering Committee shall discuss the issue in executive session. No action shall be taken if the Steering Committee deems that action is not necessary.
2. If the Steering Committee decides to go forward, the Member shall be given a written statement of the charges against him/her and shall be given an adequate opportunity to respond in writing to the charges. Upon the Member's request, a hearing on the charges shall be held before the Steering Committee in executive session.
3. If the Steering Committee makes a recommendation to remove the Member, then the recommendation and the full record of the hearing shall be presented to the Board for action.

\***Cause** shall include but not be limited to a Member's failure to fulfill any of the material duties and responsibilities as outlined in the Bylaws. Recognizing that regular attendance at Board and Committee meetings is essential in order for a Member to fulfill his/her duties and responsibilities, the Board has determined that seven absences within any twelve month consecutive period from regular meetings of the Board and/or standing committees to which the Member has been appointed shall be grounds for removal for cause.

## **ARTICLE II - OFFICERS**

### **A. Officers**

The officers of the Board shall be:

- Chairperson
- First Vice Chairperson
- Second Vice Chairperson
- Two Co-Secretaries

## **B. Terms**

Each officer shall serve for a twelve month period beginning on November 1, following the election of officers in October and terminating on the following October 31, provided that a new officer has been elected to replace him/her. Any officer elected at a special election to fill a vacancy shall assume office immediately upon election. Anyone serving as an officer of the Board shall not serve as a chairperson of a standing committee.

## **C. Rotation Of Chairperson**

To provide the greatest opportunity for service by each member, no chairperson shall serve more than three consecutive one-year terms.

## **D. Chairperson Emeritus**

The outgoing chairperson shall continue as a voting member of the Steering Committee as Chairperson Emeritus for one year following his/her term.

## **E. Duties Of Officers**

### **DUTIES OF CHAIRPERSON:**

1. Perform all duties as described in the City Charter and prescribed by law.
2. Receive from City agencies, pursuant to the City Charter, calendars, notices of meetings and applications; and refer such matters to the appropriate committees.
3. Attend any meetings required by the Mayor or the Borough President or designate an appropriate officer, committee chair or Member to attend.
4. Set the agenda for Board and Steering Committee meetings.
5. Preside over the meetings.
6. Except as otherwise provided by the City Charter or the Bylaws, interpret and enforce Robert's Rules of Order; and decide all questions of order.
7. Represent and stand for the Board and perform all necessary functions according to decisions made by the Board, including communicating with government agencies.
8. Authenticate all acts, orders, and proceedings of the Board, including the countersigning of all letters of whatever nature going from the Board, except, as s/he shall specifically authorize.
9. Act as the sole spokesperson for the Board to the news media, government agencies, and the public at large, except as he/she shall otherwise specifically authorize.
10. Appoint or remove committee members and committee chairpersons of the Board. All committee chairs shall serve during the term of that chairperson.
11. Create task forces and standing committees in consultation with the Steering Committee.
12. Prepare and deliver the chairperson's report at Board meetings.
13. Make periodic examinations of the financial records of the District Office and lend assistance to the District Manager, or appoint an appropriate Member/s to do so.

14. He/she may vote as a non-committee member similar to any other Member of the Board,
15. Have the option to appoint a Parliamentarian for the Board,
16. Prescribe procedures that enable committees to work effectively.

**DUTIES OF THE VICE CHAIRPERSONS:**

1. In the absence of the chairperson, the first or second vice chairperson respectively shall preside at the regular monthly meeting or at any special or emergency meeting of the Board.
2. Assist the chairperson when necessary and as required. If the chairperson can no longer serve as chairperson before his/her term has expired, the first vice chairperson shall serve as interim chairperson until a special election is held. If the first vice chairperson is unable to serve the second vice chairperson shall serve as interim chairperson.
3. Perform additional tasks at the discretion of the chairperson.

**DUTIES OF THE CO-SECRETARIES:**

1. Serve as the recording officers and take minutes of regularly scheduled monthly meetings and any special or emergency meetings of the Board and the Steering Committee. The co-secretaries shall arrange a schedule between themselves. The final version of minutes, as approved by the co-secretaries and the chairperson, shall be furnished to the District Office for distribution within two weeks after that meeting.
2. Confirm the existence of a quorum
3. If the chairperson and the two vice chairpersons are absent, the co-secretary not responsible for taking minutes shall preside at that meeting.

**ARTICLE III - ELECTION OF OFFICERS**

**A. Elections Committee:** The chairperson shall appoint an Elections Committee of up to five and not less than three members, and designate one of its members as committee chair. The chairperson shall announce the Elections Committee appointments by the July meeting of the Board. No person who accepts a nomination shall continue as a member of the Elections Committee. If the Elections Committee becomes fewer than three members the Board chairperson shall make new appointments.

**B. Nominations:**

1. The chairperson or the Elections Committee chairperson shall notify Members at the July meeting of the Board that the Elections Committee will solicit nominations for office at the regularly scheduled September meeting of the Board.
2. At the September meeting of the Board, the Elections Committee shall open the floor to nominations and accept nominations properly made and seconded by Members for the offices of chairperson, two vice-chairpersons and two co-secretaries.

3. All candidates shall have ten business days after the meeting at which they were nominated to submit to the District Manager a written statement of their qualifications for office, not to exceed 250 words. The District Manager shall send copies of all such statements with a Notice of Election to each member within 15 business days of the previous meeting.

4. All candidates shall be given an opportunity to present themselves and promote their candidacy for not more than three minutes at the October meeting of the Board and respond to questions from members at the start of the election meeting; or if the chairperson in consultation with the Elections Committee deems it preferable, at a special meeting to be held prior to the election meeting. In either event, the time and place of the candidate presentations shall be announced in the Notice of Elections.

5. There shall be no further nominations from the floor at the elections meeting unless there is no nominee for one or more offices, in which case nominations shall be reopened for each office for which there are insufficient nominations.

6. If all candidates for chairperson withdraw prior to the election, the Elections Committee shall immediately reopen nominations for chairperson. If any person previously nominated for another office is nominated for chairperson and accepts the nomination that person shall withdraw as a candidate for the other office, and nominations shall also be reopened for that office. The Board may decide to defer the elections one month. If the Board defers the voting, the District Manager shall send a revised Notice of Election including the candidates' written statements to all members.

### **C. Elections:**

**1. Voting By Paper Ballot:** For all Board elections, there shall be a vote by written paper ballot for each of the offices of chairperson, two vice-chairpersons and two co-secretaries. On the first round of voting a Member shall be entitled to vote for one candidate for chairperson, up to two candidates for vice chairperson, and up to two candidates for co-secretary.

No ballot shall be valid unless signed in the specified location on the back of the paper ballot (i.e. round 1, round 2, etc.) at the time the vote is counted. See Addendum A to the Bylaws for a sample ballot. Voting for all officers will take place simultaneously until each office is filled.

### **2. Electing The Officers:**

**a. CHAIRPERSON:** To be elected chairperson a candidate must receive a majority of votes of those Members present and eligible to vote (for example if 44 members are present a candidate must receive 23 or more votes in order to be elected {the "Majority"}).

1) If a candidate for chairperson does not receive a Majority, a second round of voting shall be conducted. If there are more than two candidates running, the candidate with the least number of votes shall be eliminated before the next round. New rounds of voting shall take place until either one candidate

has a Majority, or there are only two candidates and neither receives a Majority.

2) If neither of the two candidates for chairperson receives a Majority after two rounds of voting between those two candidates, the chairperson of the Elections Committee shall announce the number of votes received by each candidate.

3) Another round of voting shall then be taken and if neither candidate receives a Majority the Elections Committee shall announce that the election for this office is ended and that nominations for chairperson will be accepted at the next meeting of the Board. The new election for chairperson shall take place at that meeting and the person elected shall begin his/her term of office at that meeting.

4) The present chairperson shall continue as chairperson until a new chairperson is elected.

**b. TWO VICE CHAIRPERSONS:** To be elected vice chair each candidate must receive a Majority.

1) If at least two candidates receive a Majority of votes, the one with the highest number becomes first vice chairperson and the one with second highest number becomes second vice chairperson.

2) If two candidates are tied for first vice chairperson after two rounds, there will be a coin flip. The winner of the coin flip will be first vice chair for six months and the loser for the following six months.

3) If neither candidate receives a Majority after two rounds the Elections Committee shall announce that the election for this office is ended, and follow the procedure listed above for a new election.

4) If only one candidate receives a Majority of votes that person becomes first vice chairperson; the voting continues for second vice chairperson eliminating the candidate with the lowest number, until there are only two candidates or until a second one has a Majority.

5) If neither candidate receives a Majority after two rounds the Elections Committee shall announce that the election for this office is ended and follow procedure listed above for new election.

**c. CO-SECRETARY:** To be elected co-secretary a candidate must receive votes from a Majority.

1) If at least two candidates receive a Majority, the two with the highest number of votes become the co-secretaries.

2) If only one candidate receives a Majority that candidate becomes a co-secretary and additional rounds of voting continue eliminating the candidate with the lowest number of votes until there are only two candidates or until one has a Majority.

3) If neither candidate receives a Majority after two rounds the Elections Committee shall announce that the election for this office is ended and follow the procedure listed above for a new election.

**D. Filling Vacancies:**

**CHAIRPERSON:** If the office of chairperson shall become vacant prior to the July Board meeting\*, a special election shall be held to elect a new chairperson. The first vice chairperson shall act as interim chairperson until a new chairperson shall be elected. If the first vice chairperson is unable to serve as chairperson the second vice chairperson shall serve as interim chairperson.

**FIRST VICE CHAIRPERSON:** If the office of first vice chairperson shall become vacant the second vice chairperson shall become the first vice chairperson and the office of second vice chairperson shall remain vacant until the regularly scheduled election in October. If the offices of the two vice chairpersons become vacant there shall be a special election.

**CO-SECRETARIES:** If both co-secretaries are unable to complete their terms there shall be a special election.

\* If the office of the chairperson becomes vacant in July or later, the first vice chairperson shall serve as chairperson until the regularly scheduled election process is completed.

**E. Special Elections:** The Elections Committee shall reconvene and announce promptly that nominations to fill the vacant office(s) will be accepted at the Board meeting immediately following the announcement. The nominations shall take place either at a special meeting called for that purpose or at the next Board meeting.

1. If there is a single candidate for a vacancy, the election is held immediately. The candidate shall need to receive the Majority. If the candidate is elected, he/she takes office immediately.
2. If there are two or more candidates for a vacancy the vote shall take place at the next Board meeting, unless the Board decides to hold the election immediately.
3. To be elected a candidate must have a Majority.

**F. Unforeseen Circumstances:** Notwithstanding any other provisions of these Bylaws the Election Committee and the Board chairperson may modify these procedures due to unforeseen circumstance.

**ARTICLE IV - DISTRICT MANAGER**

In accordance with the City Charter and subject to budgetary appropriations, the Board shall appoint a District Manager to assume the following duties and responsibilities:

1. Preside at the meetings of the District Service Cabinet and facilitate the coordination of delivery of services at the District level;
2. Process service complaints and applications to city agencies;
3. Maintain the District office and supervise the staff;
4. Facilitate the work of the Board, and

5. Perform such other duties as are assigned by the Chairperson of the Board, or as the District Manager believes will support the Board and the community.

#### ARTICLE V - BOARD MEETINGS

**A. Regular Meetings:** There shall be at least one regular monthly meeting of the Board to be held at such time and place as shall be designated by the Chairperson, except in the month of August.

**B. Record Of Attendance:** At all meetings of the Board a listing of all persons who attended that meeting shall be recorded and maintained by the Board. It shall be the responsibility of the ranking Board officer or committee chairperson to ensure that such record is created and collected. All Members shall sign in.

**C. Special Meetings:** A special meeting shall be a meeting other than the regular monthly meeting, called by the chairperson of the Board:

1. At the chairperson's discretion; or
2. Upon a resolution adopted by a Majority vote of the Members; or
3. At the Borough President's request or as otherwise required by the City Charter in order to hold hearings on the city budget or any other matter and to advise the Borough President or any other city officials or city agencies on such matter; or
4. Upon written request of at least one third of the Board membership presented to the Board Chairperson.

**D. Meeting Notice:** Public notice of the time and place of a regular meeting shall be provided as required by the Open Meetings Law. The agenda with notice of the time and place of the meeting shall be sent to each Member prior to the regular monthly meetings of the Board. The agenda shall be as complete as possible and may be amended at the meeting.

The Board, where practicable, shall publish the agenda prior to the meeting.

**E. Quorum:** A quorum shall be a majority of the appointed voting Members of the Board (50% of the Members plus one person). All Board and Committee meetings require a quorum to conduct its business.

**F. Communications By Email, Telephone And Other Means:** The **Open Meetings Law** requires that all meetings, other than those in executive session, must be open to the public. Pursuant to this law, any quorum of Members or committee members are prohibited from conducting meetings about public business via email, telephone or any other means that prevents the general public from being present at such a meeting. Any meeting or discussion, whether in person by telephone or electronic media (i.e. email or Facebook) about public business among a quorum of Members or committee members may constitute a meeting, and if so must be made public and subject to public notice under the Open Meetings Law.

**G. Conduct At Board And Committee Meetings:** The chairperson presiding over a Board or committee meeting shall have the discretion to remove a Member, committee member, or member of the public from the meeting if the member is disruptive to the functioning of the meeting. In no case shall a chairperson prospectively prohibit an individual from attending a Board or committee meeting.

**H. Attendance:** A Member shall not be deemed to have been in attendance unless she/he was physically present during a substantial part of the meeting. Members shall sign the attendance sheet at the beginning of each meeting.

**I. Board Materials:** A copy of the agenda, the minutes of the previous meeting, and all resolutions to be acted upon shall be available for Members and the public at the beginning of each meeting.

**J. Procedures For Full Board Meetings:**

The chairperson of the Board assisted by the District Manager shall prepare the agenda.

The agenda shall consist of the following:

1. **OPENING OF THE MEETING** and approval of the minutes of the previous meeting.
2. **REPORTS as Needed:** Borough President's report, District Manager's report, Chairpersons' report, Elected Officials' reports.
3. **PUBLIC SESSION:** The regular monthly meeting shall include a public session conducted as follows: Members of the public shall be afforded an opportunity to present their concerns and opinions to the Board. Anyone wishing to speak in the public session must register to do so.
  - a. **Time Limits and Statements of Speakers:** To afford the maximum opportunity to all members of the public to be heard, each speaker shall be limited to a period of not more than two minutes unless otherwise permitted by the chair. The chairperson may decrease the amount of time allocated if necessary to allow for a greater number of speakers. After one hour the chairperson may end the public session in order to allow sufficient time for the Board to conduct its necessary business.
  - b. **Questions from Members:** Members may ask questions of public speakers at the discretion of the Chairperson. However, discussions among Board members regarding agenda items or other business shall not be permitted during the public session.
  - c. **Statements by Members and City Agencies:** Any Member may speak as a member of the public during the public session by registering to do so. Representatives of city agencies may also address the Board during the public session.
4. **BUSINESS SESSION:** The business session shall be that portion of the Board meeting where only members of the Board may debate and vote on the agenda items. The business session shall be open to the public. The

Board shall take action only at a meeting open to the public. The business session shall consist of:

- a. **Committee Business:** Committee reports may include a brief summary of committee activity, and presentation and explanation of resolutions. Resolutions, letters and other business proposed by any committee shall be voted on at that time. If the committee chairs did not vote with the majority on the resolution, than a committee member who voted with the majority shall present the resolution.
- b. Resolutions may be proposed to the full Board by any member and with sufficient notice, shall be placed on the full Board's agenda.
- c. **Old Business:** Items not completed at previous meetings.
- d. **New Business:** Items added to the agenda from the floor. New business shall be referred to the appropriate committee unless otherwise determined by the chairperson.
- e. **Frequency of Comments:** A Member may not speak more than twice on a specific agenda item or motion except with permission of the person chairing the meeting at that time.
- f. **Adjournment.**

**K. Voting:** The following procedures regarding voting apply to all Board meetings including monthly regularly scheduled Board meetings, committee meetings and task force meetings:

**1. Right and Requirement to Vote:** Any Member physically present at a Board meeting when an issue is called to a vote is eligible and required to vote as long as a quorum exists. A Member must vote one of the following:

- a. "Yes"
- b. "No"
- c. "Abstain"
- d. "Present with a conflict of interest on this issue."

**2. Majority Vote:** A majority vote of the Board shall consist of more "yes" votes than the combination of "no's" and "abstains" on any specific issue.

**3. Method of Voting:** Voting shall be either by a show of hands or, at the request of any member who is in attendance, by roll call vote. The vote shall be publicly announced and recorded.

**4. Record of Votes:** At full Board meetings each Member shall record his/her votes on the voting sheet.

**5. Voting in Person:** All voting at Board Meetings or committee meetings shall be in person only. No proxy shall be accepted.

**L. Board Action:** The Board may take action only by a Majority vote taken at a Board meeting. No committee vote may constitute or be represented as a vote or action by the Board. (City Charter section 2802)

1. A Majority of the appointed members of any community board shall constitute a quorum of such board.

2. Whenever any act is authorized to be done or any determination or decision made by any community board, the act, determination or decision of the Majority of the members present entitled to vote during the presence of a quorum, shall be held to be the act, determination or decision of such board.”

**M. Minority Reports:** On occasion members differing with an official Board position may wish to report a minority position to other city officials and agencies. It shall be the responsibility of proponents of a Minority Report to create it and send it to the District Manager and the Board chairperson.

1. If the Minority Report is ready when the Board submits its Majority Report, the Minority Report shall be attached; if not ready a statement shall be included that a Minority Report is expected. The Minority Report shall be available to all Board members.
2. Members supporting a minority position must report their minority status clearly in all communications, correspondence etc. The Minority Report must state the Board vote on the issue, as well as the number of members represented by the Minority Report (See Also Article I on Public Statements.)

#### ARTICLE VI - RESPONSIBILITIES OF THE BOARD

The Board is mandated to consider the needs of the District for which it serves (See Chapter 70 section 2800 of the City Charter).

**A. Annual Report:** The Board shall submit an annual report to the Mayor, City Council and Borough President within three months of the end of each year and such other reports to the Mayor or the Borough Board as the Board shall determine. Such reports or summaries thereof shall be published in the City Record and available on the Board’s website.

**B. Annual Statement of Community District Needs:** The Board shall prepare and submit to the Mayor on or before a date established by the Mayor, an annual statement of district needs, including a brief description of the district, the Board’s assessment of its current and probable future needs, and its recommendations for programs, projects, or activities to meet those needs.

**C. Capital and Expense Budget Priorities:** The Board shall consult with agencies on the program needs of the district to be funded from the capital and expense budget, review departmental estimates, hold public hearings on such needs, and prepare and submit to the Mayor capital and expense budget priorities for the next fiscal year.

#### ARTICLE VII - COMMITTEES

##### **A. Guidelines:**

1. All committee, task force and working group meetings shall be open to the public except as provided by the New York State Open Meetings Law.

2. There shall be as many meetings of standing committees, task forces and working groups as the chairpersons of the committees and task forces deem necessary and appropriate.
3. All committees, task forces and working groups shall produce minutes and a record of attendance.
4. All committees, task forces and working groups shall submit resolutions from their meetings to the District office prior to the Board meeting to enable the resolutions to be sent with the meeting notice. No committee vote may constitute or be represented as a vote or action of the Board.

**B. Conduct Of Committee Business** (including Task Forces and Working Groups):

1. A quorum shall be a majority of all appointed members of a committee.
2. The committee chairperson/s shall preside over meetings.
3. Members who are not committee members shall be allowed to vote after the Committee's vote has been taken, and that vote shall be recorded in a separate tally.
4. Committee actions are recommendations that require action by the full Board.
5. When two or more committees meet jointly, the committees may take action provided a quorum of at least one committee is present.

**C. Standing Committees:** Standing Committees shall be those that relate to matters within the jurisdiction of the Board and the needs of the District. The chairperson shall appoint standing committee members and the chairperson/s of each committee. Members shall serve on as many as two standing committees at the discretion of the chairperson of the Board. All Members may attend any committee and vote as non-committee Board members. Chairpersons of standing committees shall serve no more than 6 years consecutively.

**Duties of Standing Committee Chairpersons:**

1. Submit to the District Manager in a timely manner:
  - a. Accurate minutes of their meetings including summary description of all matters voted on by the committee.
  - b. Record of attendance by Members and attendance by the public,
  - c. All adopted resolutions in writing together with the voting tally (to be reported at Board meetings).
2. Establish with the chairperson and the District staff the schedule and agendas for the monthly meetings
3. Preside over committee meetings, including recognizing speakers and introducing and resolving agenda items by majority vote.
4. Ensure that public notification of committee meetings and the business to be conducted is posted and that interested parties are notified.
5. Attend the Steering Committee meetings and other meetings that may be required.
6. Write or cause to be written any proposed letters, resolutions or other correspondence passed by majority vote and ensure that it is prepared and distributed for final vote at an upcoming full Board meeting.

**D. Ethics Committee:** The chairperson of the Board shall appoint no fewer than three members to serve as the Ethics Committee of the Board. The Ethics Committee shall have an advisory responsibility to deal with issues of conflict of interest when so requested by the chairperson of the Board.

**E. Steering Committee:** The Steering Committee shall consist of the officers of the Board and chairpersons of the standing committees.

1. It shall meet regularly.
2. The meetings shall be announced and open to the public.
3. It shall coordinate the actions of the standing committees.
4. During the month of August when the Board does not meet, the Steering Committee may meet to transact such business as necessary. Notice of this meeting shall be provided to all Members.
5. In emergency situations, the Steering Committee may adopt a letter, resolution, position or statement on behalf of the committee alone. Any such letter, resolution, position or statement must clearly state that it does not represent the view of the Board and that the full Board has not yet acted on such issue. If a quorum of the Board was present at that meeting and the matter received a Majority vote.

**F. Task Forces and Working Groups:** Task forces and working groups may be created from time to time by the chairperson for the purpose of studying issues of concern to the District or the Board and reporting back to the Board.

#### **ARTICLE VIII - ULURP HEARINGS**

Uniform Land Use Review Procedures ("ULURP") are mandated by the City Charter (Section 197-c) to govern public review of land use. These hearings provide the public an opportunity to comment and testify before Board members who are there to listen.

The Board is required to hold a public hearing, adopt and submit a written recommendation to the City Planning Commission, the applicant and the Borough President within sixty (60) days after receiving the certified application. When appropriate, the recommendation is sent to the Borough Board. If the Board fails to act within its time limit or waives its right to act, the application proceeds to the next level of review.

**A. Attendance:** Members have an obligation to attend, at a minimum, hearings on matters in which he/she has special knowledge and of concern to the standing committee on which he/she serves.

**B. Scheduling:** Hearings may be scheduled on the same day as regular Board or committee meetings, to take place before the actual Board meeting begins, or on other dates, subject to notification as required by law.

**C. Quorums:** A ULURP Hearing requires the presence of 20 percent of the membership of the Board.

**D. Procedures:**

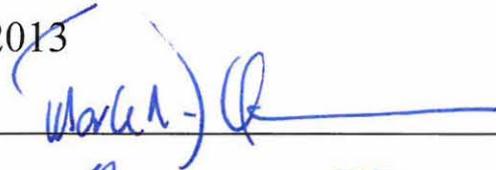
1. **Chairperson for the Hearing:** The chairperson or Board member designated by the Board chair shall preside over the meeting
2. **Public Speakers:** Any person wishing to speak must register on the appropriate roster for that item.
3. **Applicant:** An applicant may give a brief description and presentation of facts concerning the item being heard. If an applicant is not present the hearing, the chairperson or a designee may give a presentation.
4. **Statement on the Issues:** Additional statements by the applicant are permitted only in response to questions posed by Members present. The purpose of such questions shall be to clarify statements already made or to elicit additional information.
5. **Public Speakers:** Unless otherwise stated in the hearing notice, each public speaker will be limited to 2 minutes. If more than 20 people have signed up to speak, the hearing chairperson may at his/her discretion limit speakers to less than 2 minutes.
6. **Board Members as Public Speakers:** Any Member attending a public hearing who registers to speak shall be presumed to be an interested party and shall not be counted as contributing to a quorum for the hearing, nor shall such Member be permitted to participate in the questioning of other speakers. Any such Member is required to declare "present and not eligible to vote" whenever the issue is subsequently brought before a committee or the Board for a vote.
7. **Questions by Members:** Members present may ask questions of speakers, however no cross discussion between Board members and/or members of the audience shall be allowed at any time.

**E. Public Meetings:** The Board may also host public meetings on any matter of interest to the community. There are no formal requirements for such public meetings. The procedures outlined above for public hearings may be used as a guideline, although other formats such as workshops or charettes may be employed instead.

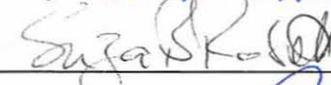
**ARTICLE IX - AMENDMENTS TO THE BYLAWS**

Proposed amendments to the Bylaws ("Proposal") shall be provided to Members at a regular full Board meeting prior to the regular Board meeting at which the vote shall be conducted. Any amendment, friendly or otherwise to the Proposal shall not require a new notice period. A proposal may be adopted and become part of the bylaws by a majority vote of the members present at that meeting.

Adopted: February 5, 2013

Mark Diller, Chairperson: 

DeNora Getachew, Co-Secretary: 

Su Robotti, Co-Secretary: 

Roberta Semer, Chair, Bylaws Task Force: 