

THE CITY OF NEW YORK
BRONX COMMUNTY PLANNING BOARD ONE
Revised: 5/2026

ARTICLE 1

EFFECT

Sec. 1 – These by-laws, upon adoption, shall be the by-laws of Bronx Community Board One (hereinafter referred to as “The Board”) of the Borough of the Bronx, and shall be the governing instrument of the Board, subject to the provisions of the New York City Charter (hereinafter referred to as “The Charter”) and the Uniform Land Use Review Procedure.

ARTICLE II

POWERS

Sec. 1 – The Board shall exercise those powers and perform those functions set forth in the Charter and the Uniform Land Use Review Procedure with regard to any matter concerning its community district. The boundaries of its district shall be defined by the map adopted by the City Council in accordance with the office of the Mayor, pursuant to Section 2702.d of the Charter.

ARTICLE III

MEMBERS

Sec. 1 – The Board shall consist of:

- a. As voting members, those individuals who have been appointed by the Bronx Borough President in accordance with Section 2800 of the Charter (hereinafter referred to as (“Appointed Members”)).
- b. As non-voting members, those public officials are specified in Section 2800 of the Charter.
- c. Public members are non-voting members of the full Board but can vote on a committee.

Sec. 2 – Each appointed member shall serve for a term as provided for in Section 2800.b of the Charter. Upon the death, resignation, or removal of an appointed member, the vacancy created may be filled by the Bronx Borough President for the remainder of the unexpired term in the

same manner as a regular appointment.

Sec. 3 – An appointed member may resign by submitting his/her resignation in writing to the Chairperson and to the Bronx Borough President. Such resignation shall take effect at the time specified therein, or, if no time be specified, upon receipt by the Bronx Borough President. A resignation needs not be accepted formally to become effective.

Sec. 4 – Members are required to attend all ten Full General Board meetings annually and attend their monthly assigned committee meetings.

- a. Upon two unexcused absences from either General Board meetings or two committee meetings, a member will be referred to the Executive Committee. Said committee may recommend a member be removed for cause by the Bronx Borough President or by a majority vote of a quorum of Appointed Members.
- b. If a member is sick for a period of time and cannot attend committee meetings, they shall notify the Board staff in writing to be removed from their committee until attendance can be resumed.
- c. If a member is unable to attend a meeting due to sickness, work or family emergency, they will send an email to Board Staff to catalog an Excused Absence. Failure to do so will result in an unexcused absence.
- d. If a member leaves the Full Board Meeting before adjournment, this will result in an unexcused absence unless an email is submitted by 12pm the next day
- e. Additional causes for a member to be removed include improper conduct protocol(s) or privilege(s) undertaken or employed by a member during meetings or in any official capacity on behalf of the Board, as defined in the Bronx Borough President's Code of Conduct for Community Boards.
- f. The Bronx Borough President or the Board shall not remove a Board Member unless the Member is notified in writing (via certified mail) of the intention to remove and the cause for the proposed removal.
- g. The Member whose removal is proposed shall have five (5) working days to respond in writing (via certified mail) to such notice. Upon receipt of this response or upon the expiration of five (5) working days, whichever is earlier, the Board or the Bronx Borough President shall have the power to remove the Member.
- h. The Board will use the following procedures to remove a Member from the Board:
 - i. The Executive Committee shall send the Member a written notification titled "Notice of Intent to Remove" that addresses the alleged bylaw(s) violation(s).
 - ii. If the member fails to respond or the Committee recommends removal, then the Board will notify Members at a regularly scheduled Board meeting of intent to remove the Member clearly setting forth in writing the cause for removal. A motion to institute removal proceedings shall be adopted by a majority of the Appointed Members present and voting at the meeting.
 - iii. The Notice of Intent to Remove will be placed on the Agenda and the Member(s) whose removal is proposed shall be allowed to accept or deny the reasons for their removal before the Full Board.
 - iv. A motion to remove the Member(s) shall be adopted by a majority of the appointed Members of the Board at the next scheduled Board meeting, the

- Agenda for which should include action on the proposed removal.
- v. Notification to the Bronx Borough President and the Elected Officials responsible for the appointment of the Member(s) to the Board.

ARTICLE IV

FULL BOARD MEETINGS

Sec. 1—The Full Board shall meet at least once a month except during July and August.

Sec. 2 – All meetings shall be held within the Board’s community district.

Sec. 3 – Attendance shall be taken by roll call at every meeting. Appointed Members shall be marked “present” or “absent.”

Sec. 4 – Minutes shall be taken at all meetings and shall be public record. The minutes shall contain a record of the Members present, all motions brought before the Board and the results of all votes taken.

Sec. 5 – Quorum is required when the Board considers a voting item. A quorum constitutes the presence of a majority of the Appointed Members. No Member may be present by proxy.

Sec. 6 – Each appointed member present at a meeting shall be entitled to one vote unless otherwise specified in the Charter, the Uniform Land Use Review Procedure, or these by-laws. The Chairperson shall be entitled to vote on all matters.

Sec. 7 - If there is a question about an Appointed Member’s eligibility to vote (e.g., Conflicts of Interests) then the Board Chair shall call for a motion to resolve said issue. The motion shall be decided by a majority of the Appointed Members present and voting.

Sec. 8 – The procedure followed at all meetings shall be in accordance with the requirements of the Charter, the Uniform Land Use Review Procedure and these by-laws.

ARTICLE V

OFFICERS

Sec. 1 – The Officers of the Board shall be a Chairperson, a 1st Vice-Chairperson, and a 2nd Vice-Chairperson. Each Officer shall be an Appointed Member of the Board. Election of Officers shall

take place at a meeting of the Board held in the month of June.

Sec. 2 – Each Officer shall serve for a term of two (2) years commencing at the first Full Board Meetings after the election. Additional Officers may be added by a majority vote of the Full Board.

Sec. 3 – The Chairperson can accept nominations from the floor the day of the vote for Officers by Board Members or appoint a Nominating Committee four weeks before the meeting at which the election for Officers is to be held. The Nominating Committee can be not less than three (3) or more than five (5) Members. This Committee shall present one or more candidates for each of the offices.

Sec. 4 – Upon the death, resignation or removal of any Officer, the vacancy created shall be filled by the line of succession. Any Officer filling a vacancy shall hold office for the remainder of the unexpired term until their successor is elected. If there is an Officer vacancy and no succession, the Full Board may nominate and vote to fill the vacancy to serve the remainder of the Officer's original term.

Sec. 5 – An Officer may resign by submitting his/her resignation in writing to the Board Chairperson, Borough President and District Manager.

Sec. 6 – An Officer may be removed for cause by the majority of the Appointed Members of the Board but only in accordance with the following procedure:

- a. A motion to institute removal proceedings setting forth the cause for the proposed removal shall be adopted by a majority of the Appointed Members of the Board present and voting at a Board meeting, the agenda for which shall have included consideration of removal of an Officer.
- b. Following the adoption of such a motion, the highest-ranking Officer shall appoint a Committee with no less than three members to investigate the matter and produce a report.
- c. The Board and the Officer shall receive the report of the Committee and the Officer whose removal is proposed shall be given the opportunity to respond in person or in writing before the Full Board.
- d. A motion to remove the Officer shall be adopted by a majority of the Appointed Members at the next scheduled meeting, the agenda for which shall include action on the removal.

Sec. 6 – The Chairperson shall attend or designate someone to attend the Bronx Borough Board

Meeting, appoint all Committee Chairs, be an ex-officio Member of all standing and special Committees and exercise all those powers granted to him/her by the Charter, the Uniform Land Use Review Procedure and these by-laws.

Sec. 7—The 1st Vice-Chairperson shall have all the powers and perform all the duties of the Chairperson in the Chairperson's absence. Upon a vacancy in the office of the Chairperson, the 1st Vice-Chairperson shall assume the office of Acting Chairperson until a new Chairperson and 1st Vice-Chairperson have been elected.

Sec. 8 – The 2nd Vice-Chairperson shall in the absence of the Chairperson and the 1st Vice-Chairperson have all the powers and perform all of the duties of the Chairperson. Upon the occurrence of a vacancy in the office of the Chairperson and 1st Vice-Chairperson, the 2nd Vice-Chairperson shall assume the office as Acting Chairperson or Acting 1st Vice-Chairperson until an election is held.

Sec. 9 – All Officers and Appointed Members shall have such powers and perform such duties as assigned to them by the Chairperson of the Board.

ARTICLE VI

COMMITTEES

Sec. 1 – The following standing committees shall be established:

Economic Development, Land Use and Zoning
Education, Youth, and Young Adults
Health, Human & LGBTQIA+ Services
Seniors and Aging Services
Municipal Services & Environmental Justice
Public & Supportive Housing
Policy, Legislation & Immigration
License and Permits

Sec. 2 - The Chairperson and Executive Board may create or modify standing committees as necessary

Sec. 3 – ~~Sec. 3~~ – The Full Board Chair shall designate an Appointed Board Member as Committee Chair for each standing committee. Upon request of the Full Board Chairperson, a duly appointed standing committee chair, can make recommendation to the Full Board Chair to appoint a public or full board member to serve as Vice Committee Chair. The Committee Vice Chair can act as (Acting) Committee Chair and serve as presiding officer in the absence of the Committee Chair at a regular scheduled committee meeting. Standing Committees can be composed of full board appointed members and public members.

- a. Every Board Member should serve on at least one Committee.
- b. No person may serve as Committee Chair of more than one standing committee.

Sec. 4 – Each Committee Chair shall preside at committee meetings and shall file reports with the Board.

Sec. 5 – There shall be an Executive Committee, which shall have as its members, the Board Officers and the Committee Chairs of each standing Committee. The Executive Committee will meet at the request of the Board Chair and may consider such matters as it deems advisable. In the event of an action during recess that requires the Board to address it, the Board Chair may call for an immediate meeting by providing Executive Committee members' reasonable notice.

Sec. 6 – Each Committee shall hold a meeting at least once a month except during the months of July and August.

Sec. 7 – All meetings shall be held within the Board's community district.

Sec. 8 – Attendance shall be taken at every meeting and hearing. Members shall be marked "present" or "absent."

Sec. 9 – Minutes shall be taken at all meetings and shall be public records. The minutes shall contain a record of the Members present, all motions brought before the Committee, and the results of all votes taken.

Sec. 10 – Quorum is required when the Committee considers a voting item. No Member may be present by proxy. Quorum can only be met with listed members of that specified committee.

Sec. 11 – Each Appointed Member present at a meeting shall be entitled to one vote. Unless otherwise specified in the Charter, the Uniform Land Use Review Procedure, or these by-laws.

Sec. 12 - If there is a question about a Member's eligibility to vote (e.g. Conflicts of Interests) then the Committee Chair shall call for a motion to resolve said issue. The motion shall be decided by a majority of the Members present and voting.

Sec. 13 – The procedure followed at all meetings shall be in accordance with the requirements of

the Charter, the Uniform Land Use Review Procedure, and these by-laws.

Article VII

PERSONNEL

Sec. 1 – Hiring Authority

Members of the board shall have the authority to hire the District Manager in accordance with the provisions of the Charter of The City of New York. The District Manager shall make final recommendations to the board officers (Board Chair, 1st Vice Chair and 2nd Vice Chairperson) -for advice and consent, regarding the hiring of all other paid staff including temporary paid staff, for final approval.

Sec. 2 – Personnel Management and Evaluations

The District Manager shall be entrusted with evaluating all staff in accordance with duties and responsibilities prescribed under each staff title and responsibilities. The District Manager is tasked with making recommendations for advice and consent to board officers (Board Chair, 1st Vice Chair and 2nd Vice Chairperson) for promotions, demotions, title changes, merit increases, and terminations, prior to implementation or revision.

Sec. 3 – Probationary Period

The District Manager shall be entrusted with making recommendations to the board officers (Board Chair, 1st Vice Chair and 2nd Vice Chair), for advice and consent to extend the probationary period of any employee during their prescribed probationary period in accordance with duties and responsibilities prescribed under each staff title. The formal professional evaluation shall determine the employee's continued suitability for employment with the Board.

Sec. 4 – Administration

The Officers (Board Chair, 1st Vice Chair and 2nd Vice Chair) of the board shall provide advice and consent of personnel actions, recommendations undertaken by the District Manager, including hiring, promotions, demotions, title changes, merit increases, and terminations. The District Manager will maintain the administration of the day-to-day operations of the professional work and representation of the office and as prescribed under their job description. The Board officers will perform the professional review/ evaluation of District Manager on the last day of each board session – June of each year to determine areas of success or needs for professional improvement.

Article VII

Attendance and Participation Policy

I. Authority

This Attendance and Participation Policy is adopted pursuant to §2800 of the New York City Charter, which establishes Community Boards as advisory bodies of the City of New York and provides that Community Board members are appointed by the Borough President and are expected to actively participate in Board functions and deliberations.

Regular attendance and participation are fundamental obligations of Board service and necessary to ensure quorum, informed decision-making, and effective representation of Bronx Community District 1.

II. Duty of Attendance

All duly appointed members of Bronx Community Board 1 (CB1) shall:

- Attend all scheduled General Board Meetings.
- Attend meetings of the committee(s) to which they are assigned.
- Participate in deliberations and votes.

III. Excused Absences

A. Limitation

Each member shall be permitted no more than two (2) excused absences per calendar year.

B. Acceptable Grounds

Excused absences shall be granted only:

- Proven health-related matters, including personal illness, medical treatment, or immediate family (mother, father, son, daughter, husband or wife) health emergencies. -medical professional notice should be filed with the board office when immediately available.
- Work-related obligations, where professional responsibilities conflict with scheduled meeting times.

C. Notice Requirements

To qualify as excused, the member must notify the District Manager and/or Board Chair prior to the meeting or provide written notice no later than three (2) calendar days after or before the committee or General Board meeting. Failure to comply with this notification requirement shall result in the absence being recorded as unexcused.

IV. Unexcused Absences

An absence shall be deemed unexcused if it exceeds the two (2) permitted excused absences, does not fall within the acceptable grounds as excused, or is not communicated within the required timeframe.

V. Sanctions and Enforcement

Consistent with NYC Charter §2800 and Borough President oversight authority, members who exceed permitted absences, accumulate unexcused absences, or demonstrate a pattern of non-participation shall be subject to review by the Executive Committee.

Potential sanctions may include:

- Formal written warning.
- Recommendation to the Bronx Borough President for removal for cause pursuant to NYC Charter §2800.

VI. Recordkeeping

The District Office shall maintain official attendance records for all General Board and Standing Committee meetings. Attendance summaries may be reviewed quarterly by the Executive Committee and transmitted to the Bronx Borough President's Office upon request.

ARTICLE IX

PUBLIC HEARINGS

Sec. 1 – The Board Chair shall call for a Public Hearing on an item wherever required by the Uniform Land Use Procedure to be held within the Board's community district.

Sec. 2 – Written notice of each hearing setting forth its time, place and subject shall be published in the Comprehensive City Planning Calendar distributed no less than ten (10) calendar days before the date of the hearing.

Sec. 3 – At every Public Hearing, members of the public wishing to speak shall sign a "Speakers List" prior to the start of the hearing. Speaking time will be limited. Only the names of those who have applied their names to the Speaker List will be called. Any written statement or document by a speaker will be included in the minutes of the hearing.

Sec. 4 – After the Public Hearing held pursuant to the Uniform Land Use Review Procedure the Board shall be responsible for submitting the recommendation(s) and record of the hearing to the appropriate parties.

ARTICLE IX
RECORDS AND COMMUNICATION

Sec. 1- Except as provided in the Uniform Land Use Review Procedure, all hearing minutes, reports, communications and correspondence of the Board shall be kept at the office of the Board, or, if there is not such office, at the office of the Borough President. All such documents shall be public records. A copy of the minutes of each hearing and meeting, including the record of attendance, shall be filed with the Borough President, who shall not make such records available for inspection or copying without the consent of the Board.

ARTICLE X
AMENDMENTS

Sec. 1 – Any Member of the Board may propose an amendment to these by-laws.

a. A proposed amendment shall be submitted in writing to the Board. The proposed amendment shall be reviewed by the Executive Committee and if passed/ approved in its original text or amendment will then be placed on the agenda of the following meeting of the Board and shall become an amendment upon approval by two-thirds of the Board Members.

ARTICLE XI
ADOPTION

Sec. 1 – These by-laws shall be adopted when approved by a majority of the Appointed Members of the Board at a Full Board meeting.

PUBLIC RELATIONS

Sec. 1 – No statement, either oral or in writing, shall be issued by any Board Member to the media or any person(s) not a Member of the Board, in which the Board Member purports to speak on issues or matters pertaining to the Board or any Committee thereof, unless such statement has previously been approved by the Board Chair.

Sec. 2 – No Board Member is permitted to utilize the E-Mail of another Board Member for Board or other information without first having obtained permission to do so from that Board Member.

Sec. 3 – Persons attending Full Board meetings with intentions to photograph, record or tape Board sessions must first verbally inform the Board. Attendees may photograph, record or tape Board sessions so long as they do not interfere with the conduct of the meeting.

BIND OPINIONS

Sec. 1 – Each Member of the Board shall be bound by and act in accordance with any opinion issued by the NYC Conflict of Interest Board.