
The City of New York
Bronx Community Board Three

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HON. VANESSA L. GIBSON
BRONX BOROUGH PRESIDENT

GLORIA ALSTON
CHAIRWOMAN EMERITUS

JOETTA BROWN
CHAIRPERSON

ETTA F. RITTER
DISTRICT MANAGER

BRONX COMMUNITY BOARD THREE
BY-LAWS
ADOPTED
1/14/25

Amendment: Article III, Sect. 4 – February 8, 2011
Amendment: Article III, Sect. 5 & 5a – March 13, 2012
Amendment: Article IX, Sect. 1 & Sect. 2 – March 13, 2012
Amendment: Article III, Sect. 4 & Sect. 5a – May 12, 2015
Amendment: Article V, Sect. 3 – January 12, 2016
Amendment: Article V, Sect. 3 – March 9, 2021
Amendment: Article V, Sect. 4 – March 9, 2021
Amendment: Article V, Sect. 5 – March 9, 2021
Amendment: Article V, Sect. 6 – March 9, 2021
Amendment: Article V, Sect. 7 – March 9, 2021
Amendment: Article V, Sect. 8 – March 9, 2021
Amendment: Article V, Sect. 9 – March 9, 2021
Amendment: Article V, Sect. 10 – March 9, 2021
Amendment: Article VII, Sect. 2 – March 9, 2021
Amendment: Article VIII, Records and Communications - March 9, 2021
Amendment: Article XI, Public Relations - March 9, 2021
Amendment: Article XII, Bind Opinions - March 9, 2021
Amendment: Article XII, – Sect. 1 - March 9, 2021

Amendment: Article V, Sect. 11 – January 14, 2025
Amendment: Article V, Sect. 12 – January 14, 2025

EXECUTIVE OFFICERS

Kolaco Acqui
1st Vice-Chairperson

Kathy Morris
2nd Vice-Chairperson

Keziah Sullivan-Norman
Secretary

D'Andra Van Heusen-Thomas
Treasurer

Robert Brown
Sgt.-at-Arms/Parliamentarian

BY-LAWS

ARTICLE I

EFFECT

Sec. 1 – These by-laws, upon adoption, shall be the by-laws of Bronx Community Board Three (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 as 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 specified in Section 2800 of the charter.

Sec. 2 – Each appointed member shall serve for a term of two years 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 at any time 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 is specified, upon receipt by the Bronx Borough President. A resignation need not be accepted formally to become effective.

Sec. 4 – An appointed member may be removed for cause by the Bronx Borough President or by a majority of a quorum of appointed members of the Board. Cause shall include three consecutive unexcused absences from board or committee meetings or **absences** from more than **four (4)** of the meetings in a period of any one year (September-June). Cause for removal shall also include improper conduct, aggressive or abusive behavior, including shouting or personal insults, spreading malicious rumors or gossip, or insulting someone—discrimination or harassment related to a protected characteristic under the Americans with Disability Act, protocol(s), or privilege(s) undertaken or employed by a member during meetings or in any official capacity on behalf of the board.

Board members having three consecutive unexcused absences or absences from more than four (4) of the meetings in a period of any one year (September-June) shall be placed on the agenda of the next succeeding board meeting for removal.

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General Board meetings start at 6:00 pm for approximately 2 hours (6:00 pm-8:00 pm). If a member is not present by 6:30 pm, the member will be requested to sign the "Late Attendance Sheet." If a member leaves early, the member will be requested to sign the "Leave Early Attendance Sheet." If a member

comes late and/or leaves early **four (4)** times or more within a one-year period (Sept.-June), the appointed member(s) name(s) will be referred to the By-Laws and Membership Committee for removal.

Board members who have come late or left early, four (4) times or more within a one-year period (September-June), will be placed on the agenda of the next succeeding board meeting for removal.

Sec. 4A – The Bronx Borough President or the Board shall not remove a Board member unless the member was notified in writing (via certified mail) of the intention to remove and the cause for the proposed removal.

The By-Laws and Membership Committee will be the watchdog committee for absentee members.

Sec. 4B – The member whose removal is proposed, shall have (5) working days to respond in writing (via certified mail) to such notice. Upon receipt of this response or upon the expiration of (5) working days, whichever, is earlier, the Board or the Bronx Borough President shall have the power to remove the member.

Sec. 4C- The Board will use the following procedure to remove a member from the Board.

- a. The By-Laws and Membership Committee shall be responsible for initiating and monitoring the removal procedures.
- b. Notification to members of intent to remove must clearly set forth the cause for removal.
- c. Notification must be sent to the Bronx Borough President and all elected officials that were responsible for the appointment of the member(s) to the Board.
- d. Upon the expiration of (5) working days from notice of intent to remove the member(s), this matter will be placed on the agenda at the next regularly scheduled general board meeting (which will be open to the public).
- e. At this meeting, following discussion, a motion to remove the member(s) shall be entertained and adopted by a majority of the quorum present and entitled to vote.

Sec. 5 – Requests for excusals from board meetings must come into the office via:

- a. Telephone call to the district office (718) 378-8054
- b. E-mail to eritter@cb.nyc.gov

Sec. 5A – Reasons for excusals shall be based on:

- a. Illness; for incidences of extended illness, a member is required to provide written correspondence denoting the length of absence
- b. Vacation
- c. Death

Working late will no longer be an accepted reason for excusal.

ARTICLE IV

HEARINGS AND MEETINGS

Sec. 1 – The Board shall hold a meeting and may conduct a public hearing at least once each month, except during the months of July and August. A hearing or a meeting may be called at any time by the chairperson and shall be called at the request of one-third of the members of the board.

Sec.2 – The chairperson shall determine the time, date, and place of all hearings and meetings.

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Sec. 3 – All meetings and hearings shall be held within the Board’s community district, except that if in the Board’s judgment, there is no suitable and convenient place of public assembly within the community district to hold a hearing, such hearing shall be held at a centrally located place of public assembly within the borough.

Sec. 4 – Written notice of each hearing and meeting pursuant to the Uniform Land Use Review Procedure, setting forth its time, place, and subject, shall be published in the City Record. Notice shall also be given in such additional manner as to comply with Section 4.030 of the Uniform Land Use Review Procedure.

Sec. 5 – Notwithstanding the provisions of Section 4 of this Article IV, an emergency meeting may be called by the Chairperson with at least two days’ notice. At any emergency meeting called, only the matter specified in the notice of the meeting may be acted upon. Notices for emergency meetings are to be given via e-mail or telephone.

Sec. 6 – Each notice of a hearing or meeting shall contain an agenda as determined by the chairperson. The chairperson shall place on the agenda for a hearing every item referred to the Board pursuant to the Uniform Land Use Review Procedure. Any item not appearing on the agenda may be added to the agenda at the time provided for “Amendments to the Agenda” at the hearing or meeting, provided that such amendment is approved by a quorum of members present and entitled to vote.

No item may be voted upon or acted upon unless it appears on the agenda.

Sec. 7 – Whenever the Board considers an item for a vote, the presence of a majority of appointed members of the Board shall constitute a quorum. No member may be present by proxy.

Section 4.040 of the Uniform Land Use Review Procedure; Conduct of the Public Hearing – SECTION 4.043 Quorum

4.043 Quorum

The adoption of a community board recommendation or the waiver of a public hearing and recommendation by a community board shall require a quorum or a majority of appointed members of the board. The minutes of a meeting at which a recommendation or waiver was adopted shall record the individual members present.

Sec. 8 – 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, all questions shall be decided by a majority of a quorum of appointed members of the Board. The Chairperson shall be entitled to vote on all matters.

Sec. 9 – The procedure followed at all meetings shall be in accordance with the requirements of the Charter, the Uniform Land Use Review Procedure, these by-laws, and when no contrary provision exists, “Roberts Rules of Order.” The Board, however, shall have the power to adopt any rules of procedure not inconsistent with the Charter, the Uniform Land Use Review Procedure, or these by-laws.

Sec. 10 – Attendance shall be taken by roll call at every hearing and meeting. Each member shall be marked “present,” “absent,” or “excused.”

Sec. 11 – a. Minutes shall be taken at all hearings and meetings and shall be a public record. The minutes shall contain an accurate record of the members present, all resolutions and motions brought before the Board, the results of all votes taken, and a summary of all reports. Copies of all papers submitted at a hearing or meeting shall be annexed to the minutes and be a part thereof.

b. Concerning challenges to the minutes, the official record taken by the recording secretary shall serve as the “best evidence” of what transpired at the hearing or meeting in question.

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ARTICLE V

OFFICERS

Sec. 1 – The officers of the Board shall be a Chairperson, a 1st Vice-Chairperson, a 2nd Vice-Chairperson, a Secretary, a Treasurer, a Sergeant-At-Arms/Parliamentarian, and such other officers as the Board may deem necessary or advisable. Each officer shall be an appointed member of the Board. The election of officers shall take place in even-numbered years at a meeting of the Board held in the month of June. Each officer shall serve for a term of two (2) years, commencing on the first day of September.

Sec. 2 – Not less than four weeks prior to the meeting at which the election of officers is to be held, the chairperson shall appoint a nominating committee which shall include a Chairperson and up to two (2) members. This committee shall be responsible for sending forms to all board members requesting nominations for all Executive Officers. Said nomination forms can be mailed, faxed, or e-mailed to the office of Bronx Community Board Three up to the day before the day of the General Board meeting in June. Additional candidates may be nominated from the floor at the June meeting, after-which nominations will be closed. Elections will take place at the June Board meeting. A majority of a quorum of appointed members of the Board shall be required to elect a candidate to office. Should no candidate receive a majority on the first ballot, all of the candidates except those two receiving the largest number of votes shall be dropped from the ballot, and a second ballot shall take place.

Sec. 3 – Upon the death, resignation, or removal of any officer, the vacancy created shall be filled by the Board. The election to fill such a vacancy shall take place no later than the second meeting following the creation of the vacancy. The election procedure shall be the same as that set forth in Section 2 of this Article V, except no nominating committee shall be appointed, and all candidates shall be nominated from the floor. Any candidate seeking nomination as an executive officer must have served as a member of the board for a minimum of two (2) years. Any officer elected to fill a vacancy shall hold office for the remainder of the unexpired term and until their successor shall have been elected.

Sec. 4 – An officer may resign at any time by submitting their resignation in writing to the chairperson and district manager. Such resignation shall take effect at the time specified therein, or, if no time be specified, upon receipt by the chairperson. A resignation need not be accepted to become effective.

Sec. 5 – The Chairperson shall preside at all hearings and meetings, file all reports for the Board, be a member of the district service cabinet and the borough board, appoint all committees, be an ex-officio member of all standing and special committees and exercise all those powers granted to them by the Charter, the Uniform Land Use Review Procedure, and these by-laws.

Sec. 6 – The 1st Vice-Chairperson shall, in the absence of the Chairperson, have all the powers and perform all the duties of the chairperson. Upon the occurrence of a vacancy in the office of Chairperson, the 1st Vice-Chairperson shall assume the office of acting chairperson until such time as a new chairperson shall have been elected and shall have qualified. The 1st Vice-Chairperson shall have such powers and perform such duties as shall be assigned to them by the chairperson or the Board.

Sec. 7 – 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 chairperson and 1st Vice-Chairperson, the 2nd Vice-Chairperson shall assume the office of acting chairperson, or, upon the occurrence of a vacancy in the office of acting 1st Vice-Chairperson; in either case, they shall continue to hold office as acting chairperson or acting 1st Vice-Chairperson, until such time as a new chairperson or 1st Vice-Chairperson shall have been elected and shall have qualified. The 2nd Vice-Chairperson shall have such powers and perform such duties as shall be assigned to them by the chairperson or the Board.

Sec. 8 – The secretary shall record the minutes of meetings of the Board and shall maintain the records of the Board, including minutes, reports, communications, and correspondence. They shall prepare and

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maintain records showing the attendance of all members at meetings. In addition, he/she shall have such powers and perform such duties as shall be assigned to them by the chairperson or the Board.

Sec. 9 – The treasurer shall be the fiscal officer of the Board. They shall be responsible for the collection of donations related to sickness and distress, bereavement, birthdays, or any other special occasions. The treasurer shall be responsible for the preparation of financial accounts and records relating to monthly board member donations. The treasurer shall provide quarterly financial reports. In addition, they shall have such powers and perform such duties as shall be assigned to them by the chairperson.

Sec. 10 – The Sergeant-at-arms/parliamentarian shall have the responsibility for maintaining order and ensuring the proper conduct of meetings in accordance with Roberts Rules of Order and any other regulations established by the City of New York. In addition, they shall have such powers and perform such duties as shall be assigned to them by the Chairperson.

Sec.11 – The Chairperson Emeritus is an honorary position awarded by Bronx Community Board Three to a former Chairperson in recognition of their exceptional dedication, long-standing service, and significant contributions to the board and the communities it represents. The Chairperson Emeritus serves as an honorary board member with non-voting privileges. They are permitted to attend all standing committee meetings, board and executive meetings to observe, offer advice and provide insight. Additionally, they can share historical context on important matters pertaining to the board and represent the board in ceremonial or honorary capacities.

Sec. 12 – All other officers shall have such powers and perform such duties as may be assigned to them by the chairperson or the Board.

ARTICLE VI

COMMITTEES

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

**By-Laws/Membership
Parks and Recreation/Youth Services
& Historical Outreach
Health & Human Services**

**Housing, Land-Use and Economic Development
Education/Consumer Affairs**

The Board may create such additional standing committees as it deems necessary or advisable.

Sec. 2 – Each standing committee shall consist of a committee chairperson and such other members as may be appointed. The committee chairperson shall be appointed by and serve at the pleasure of the chairperson of the Board.

Committee chairpersons shall appoint members to their respective committees on the basis of merit. Each committee member shall serve at the pleasure of the committee chairperson.

To ensure proper community representation in all areas of Board activity, every Board member should serve on at least one standing committee. Committee chairpersons shall be members of the Board, but other committee members need not be Board members. No person may serve as chairperson of more than one standing committee.

Sec. 3 – The chairperson of each standing committee shall preside at committee meetings, at public hearings conducted by the committee and may provide a written or oral report to the Board. Each standing committee shall have the power to adopt its own rules of procedure.

Sec. 4 – The Board may, by resolution, establish such special committees as it shall deem advisable. Any such committee shall have and may exercise such powers as may be granted to it by such resolution. The

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resolution may also provide for the composition of the committee, the method of appointment of its chairperson, who shall be a member of the Board, and its members, its purpose, its length of existence, and any other matters concerning its operation. Any committee established by such a resolution may at any time be terminated by the resolution of the Board.

Sec. 5 – The chairperson of the Board shall refer each item referred to the Board under the Uniform Land Use Review Procedure to the appropriate standing or special committee. If the committee files a report with the Board, such report shall be submitted at or prior to the meeting at which the Board votes on the item; if the committee does not file a report, the chairperson of the committee shall notify the chairperson of the Board, at or prior to such meeting, that no report will be submitted.

Sec. 6 – There shall be an executive committee, which shall have as its members, the officers of the Board and the chairperson of each of the standing committees. The executive committee shall meet at the call of the chairperson or upon the request of one-third of its members. It may consider such matters as it deems advisable and may take recommendations to the Board.

- a. The chairperson of the Board shall serve as chairperson of the executive committee.
- b. In no instance can a recommendation of the executive committee be binding on the Board nor be considered as a final action of the Board other than in instances where a vote of the board, in which there was a quorum of members present and entitled to vote, approved such action.

ARTICLE VII

PUBLIC HEARINGS

Sec. 1 – The chairperson shall call a public hearing whenever required by the Uniform Land Use Review Procedure. The Board may, by resolution, call additional public hearings on any matter before it for consideration or on any matter of concern to its district. Notice of all hearings shall be given in the manner provided for in Article IV, Section 4 of these by-laws. The chairperson shall preside at all public hearings.

Sec. 2 – Prior to the start of every public hearing, each member of the public wishing to speak shall submit to the chairperson in writing a request for speaking time. Such request shall set forth his name, the name of any organization they may represent, and whether they favor or oppose the proposition which is the subject of the hearing. Those opposed to the proposition shall be heard first, and those in favor shall follow. The chairperson shall call only the names of those who submitted requests for speaking time. Each member of the public shall be entitled to speak for three (3) minutes. Any written statement or document offered by a speaker shall be placed into the record of minutes of the hearing.

Sec. 3 – Any provisions of Section 2 of this Article VII may be modified by approval by a majority of a quorum of appointed members of the Board prior to the commencement of the taking of public testimony and the Board shall have the power to adopt additional rules with regard to the conduct of any such hearing.

ARTICLE VIII

RECORDS AND COMMUNICATIONS

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 no 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 IX

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AMENDMENTS

Sec. 1 – Any member of the Board may propose an amendment to these by-laws. A proposed amendment shall be submitted in writing to the chairperson of the board, who shall refer this matter to the By-Laws and Membership committee at the next regularly scheduled board meeting for review, discussion, and recommendation to the full board.

The proposed amendment shall then be placed on the agenda of the following meeting of the Board and shall be considered for approval subject to the recommendation(s) of the By-Laws and Membership committee.

ARTICLE X

ADOPTION

Sec. 1 – These by-laws shall be adopted when approved by a majority of the appointed members of the Board at a meeting of the Board, the agenda for which shall have included consideration of by-laws.

ARTICLE XI

PUBLIC RELATIONS

Sec. 1 – No statement, either oral or in writing, shall be issued by any member of the Board to any person not a member of the board, in which the Board member purports to speak on behalf of the Board or any committee thereof, unless such statement has previously been approved verbatim by the Board or the committee, or unless the member is reporting an action taken by the Board or a committee at an open meeting. In any report of any action taken, the member shall succinctly state the vote for and against the proposal, if a vote was taken and note the majority position and minority position, if any.

ARTICLE XII

BIND OPINIONS

Sec. 1 – Each member of the Board shall be bound by and act in accordance with any opinion issued by either the Corporation Counsel or the Board of Ethics relating to them or to all the members of the Board.

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