

Bronx Community Board #5 By-Laws

Adopted: October 1992

Amended: September 23, 2009

Amended further: June 27, 2018

Amended further: June 26, 2019

Amended additionally: June 1, 2021

Further amended: May 28, 2025

PREAMBLE

1. These by-laws, upon adoption, shall be the By-laws of Community Board 5 (hereafter referred to as "the Board" meaning the full 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.
2. All questions regarding Parliamentary Procedure not directly addressed by these By-Laws shall be resolved whenever possible in accordance with Robert's Rules of Order Newly Revised.

ARTICLE I

Section 1. DEFINITIONS, EXPLANATIONS, CONFLICTS OF INTEREST.

- A. Committees: Shall be of two (2) kinds- standing or ad hoc.
 1. Standing committees shall be all those permanently established committees set forth under Article VI.
 2. Ad hoc committees shall be all those committees of limited duration created by the Board or by the Executive Committee and approved by the Board for the sole purpose of which committees shall be the resolution of specific questions or problems referred to them for their deliberation.
- B. Executive Committee: Shall be comprised of all officers of the Board (viz. the chairperson, First Vice-Chairperson, Second Vice-Chairperson, Secretary, and Treasurer) who shall serve ex officio and be deemed voting members of the Executive Committee.
 1. The Executive Committee shall further be comprised of all chairpersons of standing committees who also shall serve ex officio and be deemed voting members of the Executive Committee.
 2. The Executive Committee shall meet at a time and place of its choosing. Once per month.
 3. A quorum of the Executive Committee shall be constituted by the presence of a majority of the members of the committee.
 4. An officer may serve as a committee chairperson but does not cast more than one vote.
- C. Majority: For the purpose of voting, a majority of the voting members present whether of a committee or of the full Board shall be necessary for the adoption of a measure or resolution.
 1. For the purpose of establishing a quorum, a majority of a committee or of the Board shall constitute a quorum to transact business.
 2. A majority is understood to be that whole number greater than one-half of the members voting or being counted.
- D. Meetings: The Board shall hold monthly meetings (except during July and August)
 1. The Executive Committee may select other meeting dates which shall be approved by the Board.
 2. The agenda for such meetings shall be drawn by the Executive Committee.

3. All committees shall hold such meetings as are deemed necessary by the Chairperson of the Committee in question to accomplish the business of the committee.
4. Any and all meetings of either the Board or committees shall give adequate notice. At least five-business days, keep accurate minutes of their transactions, a report of which shall be presented at the next monthly meeting of the Board. (See Article IV, Section 11).
5. The district manager's office must send committee meeting agendas to all board members at least 72 hours prior to the respective committee meetings.
- E. Privileged Document: As used in Article V, Section 5, (a), the term privileged document shall apply to all written motions moving the impeachment of an officer of the Board.
 1. Such a motion shall be privileged in the sense that its contents shall be made known only to the members of the Board at a duly assembled meeting and shall be made the subject of public disclosure EXCEPT insofar as an authorization to the contrary may be pursuant to article XI, Section 1, of these By-Laws denominated "Public Relations".
- F. Quorum: A quorum shall be a majority of the appointed members of the full Board, or a subdivision thereof (e.g., a committee) necessary for the transaction of the Board's business.
 1. Unless quorum be established, neither the Board nor any subdivision thereof (e.g., committee) shall be competent to undertake the business of the Board.
 2. A quorum must be present at the time of a voting item(s) in order for a vote to be official.
 3. If there is no quorum within one hour and one half of the meeting start time during a general meeting, then no business shall be conducted to vote on.
 4. The number of appointed members entitled to vote may be reduced by two exclusions listed under Article I, Section G.
 5. During public hearing/sessions in order to conduct business, there must be present no fewer than 20% of the members of the Board, which number must be at least 7.
 6. 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.
- G. Conflict of Interest: As public servants, community board members shall not have an interest in a firm which is doing business with the Community Board.

1. Unless quorum be established, neither the Board nor any subdivision thereof (e.g., committee) shall be competent to undertake the business of the Board.
2. A person or firm associated with a public servant including a spouse, child, parent or sibling; a person with whom the public servant has business or other financial relationship; and each firm in which the public servant has a present or potential interest.
3. Public Servant means all officials, officers and employees of the City, but shall not include members of the community boards.
4. Regular Employee means all elected officials and public servants whose primary employment, as defined by rule of the board, is with New York City, but shall not include members of the community boards.
5. Public Servants and community board members are not entitled to vote on a matter before the Community Board or Borough Board which may result in a personal and direct economic gain to the member or an associate but may take part in discussions on the matter AFTER disclosure of the interest.
6. A Public servant, or community board member, who is also a New York City employee, shall vote on a matter pertaining to the member's agency.
A New York City employee who is a community board member may not be the chairperson of a committee which considers the matters which regularly comes before the agency for which he or she works.
7. A New York City employee who is a Community Board member may serve on a committee which considers matters which have come or may come before the agency for which he or she works but may not vote on matters relating to that agency.
8. A community board member with a significant financial interest in matters coming before a Board committee may serve on that committee but may not be its chairperson.
9. Community board members may not be reimbursed by the Board for expenditures in connection with Board-related activities other than attendance at regularly scheduled meetings of the Board, including meetings of the full Board and of Board committees and public hearings held by the Board.
- H. Conflict of interest/Corporation Council
Each of the Board shall be bound by and act in accordance with any opinion issued by either the Corporation Council or the Board of Ethics relating to the Board or to any of the members of the Board.

ARTICLE II

Section 1. Powers

- A. 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.
- B. The boundaries of its district shall be as defined by the map adopted by the City Council pursuant to Section 2800 and 2801 of the Charter, adopted 1989.

ARTICLE III

Section 1. Members

- A. The Board shall consist of:
 - 1. As voting members, those who shall have been appointed by the Borough President in accordance with Chapter 70, Section 2800A of the Charter.
 - 2. As non-voting members those public officials specified in Section 2800A of the Charter.
- B. Each appointed member shall serve a term of two years as provided for in Section 2800A of the Charter.
- C. Upon the death, resignation or removal of an appointed member, the vacancy created may be filled by the

Borough President for the remainder of the unexpired term in the same manner as a regular appointment.
- D. An appointed member may resign at any time by submitting a resignation in writing to the Community Board.
- E. Such resignation shall take effect at the time specified therein, or, if no time is specified, upon receipt by the Community Board.
- F. A resignation need not be accepted to become effective.
- G. A copy of the letter of resignation shall also be submitted to the Borough President.
- H. An appointed member may be removed for cause by the Borough President or by a majority of the appointed members of the Board.
- I. Cause shall include (but not be limited to) three (3) consecutive, unexcused absences from meetings or the absence from more than one-half of the meetings in a period of one year.
- J. Absences are defined as follows:
 - 1. An excused absence is when a member is not in attendance as a result of representing the Board at another function directly relating to duties as a member.

2. However, due to unusual circumstances a member may be excused for just cause.
3. The member must notify the Board Chairperson to request this privilege by telephone or in writing via electronic mail to the Board Chairperson and copied to the District Office.
4. In the case of prolonged illness or other matters preventing a member from regular attendance at meetings or hearings, a letter via electronic and or physical certified mail must be sent to the Chairperson of the Board and copied to the district office requesting a leave of absence and indicating the reason and a return date.
5. A member may request a leave of absence up to 6 (six) months. This request should be made by electronic mail to the Board Chairperson and copied to the Board Office. The effective date of the leave of absence should be indicated in the electronic mail. Those that are on a leave of absence will not be counted against the quorum for the general board meeting and voting items.
6. In the event that the member does not resume duties on the date indicated in the letter the member will be presumed to have resigned, and such notice will be transmitted to the Borough President.

Section 2. Removal by Borough President

- A. The member whose removal is proposed shall have thirty (30) calendar days from the date of mailing of the Borough President notice within which to respond in writing to such notice.
- B. Upon receipt of this response or upon the expiration of thirty (30) calendar days, whichever is earlier, the Borough President shall have the power to remove the member.

Section 3. Removal by the Board

- A. The Board shall not remove a member except in accordance with the following procedure:
 1. A motion to institute removal proceedings, setting forth the cause for the proposed removal, including reference to reports created through Article V Section 6F2.
 2. Notification of the issue of removal of a Board member shall be sent to the member subject to removal in writing via electronic and physical certified mail within 5 business days of the vote.
 3. The member whose removal is proposed shall be given the opportunity to respond in person or in writing, to such resolution, before the full Board at its next regular Board Meeting.
 4. The Board shall receive the response, if any, of the member, and discuss it.

5. A motion to remove the member shall be adopted by a majority of the appointed members of the Board at open session.

ARTICLE IV

ARTICLE IV. Section 1

Section 1. Meetings & Structures

- A. The Board shall hold a regular monthly meeting except during the months of July and August.
- B. The Board shall further conduct Public Hearings or meetings at any time upon the request of the Chairperson and upon approval of a majority of the Board.
- C. Extraordinary meetings of the Board shall also be held upon written motion supported by one-third (1/3) of the members of the Board.
- D. Agendas for all Board meetings, regular or extraordinary, shall be prepared by the Chairperson, in consultation with the Executive Committee, submitted to the members of the Board five business days prior to the General Board meeting.
- E. Requests for appearance on the agenda should be made in writing to the Chairperson.
- F. Unless otherwise specified by vote of the Board, all Board meetings and hearings, including but not restricted to committee meetings (except such committee meetings that, upon board approval, conduct executive session proceedings) shall be deemed public.
- G. The Chairperson, preferably in consultation with the Executive Committee, shall determine the time, date and place of all Board meetings including hearings pursuant to the City Charter.
- H. All meetings and hearings shall be held within the Board's community district.
- I. Written notice of each hearing or meeting, setting forth its time and place and subject, shall be distributed to all Board members, elected officials, Borough President and all other persons who request or require notification pursuant to the City Charter, no less than ten days prior to the date of the meeting or hearing.
- J. Notice shall also be given in such manner to comply with Section 197-c of the New York City Charter regarding the Uniform Land Use Review Procedure.

Section 2. Emergency Meetings.

- A. Notwithstanding the provisions of Section 1, G, of this Article, an emergency meeting may be called upon at least two calendar days' notice where the Chairperson determines that consideration of a matter does not allow for distribution and ten calendar days' notice.
- B. The notice of any meeting on less than 10 calendar days' notice shall, in addition, to the requirements of Section 1, G specify the matter requiring short notice and a written statement from the Chairperson that determines consideration of a matter does not allow for the distribution and ten days' notice.
- C. When a meeting is called on less than ten calendar days' notice, each member of the Board shall be notified in writing via electronic mail and by telephone.
- D. At the meeting called on less than ten calendar days' notice, only the matter specified in the notice of meeting may be acted upon.

Section 3. Agendas

- A. Each notice of a hearing or meeting shall contain an agenda, as determined by the Chairperson in consultation with the Executive Committee.
- B. The Chairperson shall place on the agenda for a hearing every item referred to the Board pursuant to the Uniform land use Review Procedure.
- C. Any item not appearing on the agenda may be added to the agenda at the hearing or meeting by the approval of a majority of all the appointed members present.
- D. No item may be voted upon or acted upon unless it appears on the agenda of the full Board.

Section 4. Voting of Members

- A. Whenever the Board considers an item referred under the Uniform land Use Review Procedure, the constitution of the quorum shall be the same as for all other business.
- B. For all business matters, the presence of a majority of the appointed members of the Board shall constitute a quorum.
- C. Each appointed member present at a meeting shall be entitled to one vote.
- D. Unless otherwise specified in the City Charter, the Uniform Land Use Review Procedure, or these By-Laws, all questions shall be decided by a majority of the appointed members present and voting.
- E. A member's vote may be in the affirmative (yes) or (no), pass (at most one pass, in which case, the rollcall must return to

the member (s) who passed at the conclusion of the first rollcall) or abstain.

- F. The number of affirmative or yes votes must be larger than the nays (or no votes) added to the abstentions in order for the motion to be carried.
- G. The chairperson votes.

Section 5. Exclusions for voting

- A. In accordance with the City Charter, Section 2604, b.1. (b), no member may vote on a matter before the board or committee which "may result in a personal and direct economic gain to the member or any person with whom the member is associated."
- B. In accordance with Board of Ethics Opinion 305, no member who is a City employee may vote on a matter before the Board or committee which has been or may be considered by the employee's agency.
- C. The quorum count includes members who are present and not voting.

Section 6. Meetings Procedures

- A. The procedure at all meetings shall be in accordance with these By-Laws, and, when no contrary provision exists, Roberts Rules of Order.
- B. The Board however, shall have the power to adopt any rules of procedures not inconsistent with the New York City Charter (the "Charter"), the Uniform land Use Review Procedure, the Open Meetings Law (OML, Sections 100-111 of the BNYS public officer's Law), the Freedom of Information law (sections 84-90 of the public officer's law) and other applicable provisions of New York City, State and Federal law or these By-Laws).

Section 7.

- A. Attendance shall be taken by signing the attendance sheet which shall be available throughout all meetings and hearings.
- B. The Board shall, upon the recommendation of the Secretary, and upon sufficient cause, mark a member absent from the meeting notwithstanding the presence of the member's signature on the attendance sheet.

Section 8. Minutes.

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- A. Minutes shall be taken at all hearings and meetings and shall be made a public record via the Board Chair's office and electronically on the Board office website.
- B. 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 presented to the Board, including majority and minority reports.
- C. Copies of all papers submitted at a hearing or meeting shall be annexed to the minutes and be a part thereof.

ARTICLE V

Section 1. Officers

- A. The officers of the Board shall be the Chairperson, a First Vice-Chairperson, A Second Vice-Chairperson, a Secretary, a Treasurer and such other officers as the Board may deem necessary or advisable.
- B. Each officer shall be an appointed member of the Board.
- C. Election of officers shall take place every two years at a meeting of the Board held in the month of June.
- D. Each officer shall serve for a term of two years, commencing on the first day of July and terminating on the 30th day of June or until a successor shall have been duly elected and shall have qualified.
- E.

Section 2. Nominating Committee and Elections

- A. Not less than four weeks prior to the meeting at which the election for officers is to be held, the Chairperson in consultation with the Executive Committee, shall appoint a nominating committee of not less than three nor less than five members.
- B. This ad hoc committee shall present one or more candidates for each of the offices to be filled at the election meeting.
- C. The candidates for each office shall submit a letter outlining their reasons for interest in the particular official position.
- D. A majority of the appointed members present and who are voting shall be required to elect a candidate to office.
- E. Should no candidate receive a majority on the first ballot the candidate receiving the lowest number of votes shall be

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dropped from the ballot, and a second ballot shall be taken.

F. Nominations and Elections during the Declaration of an Emergency

During an emergency Nominations and Elections should be postponed until after the emergency. An emergency is declared by the Governor of New York State. A state of emergency is issued during a natural disaster, civil unrest, armed conflict, acts of terrorism, medical pandemic, epidemic or other biosecurity risks. This is a situation where the government is empowered to put through policies that would not normally be permitted to do so, for the safety and protection of its citizens. This permission is done through a governor's Executive Order permitting virtual meetings. These Executive orders are made on a monthly basis. There is the possibility that the governor would not renew this Executive Order and therefore the permission to hold virtual meetings would lapse.

G. Frequency of Election for Board Officers

The following below should be added Article V Section 2 in the Bylaws.

1. Nominations and Elections: During an emergency Nominations and Elections should be postponed until after the emergency.
2. Frequency of Election for Board Officers: Election for the Board officer positions will be held every two years.

Section 3. Vacancies

- A. Upon the death, resignation or removal of any officer, the vacancy created shall be filled by the Board.
- B. The election to fill such a vacancy shall take place no later than the second meeting following the creation of the vacancy.
- C. The election procedure shall be the same as that set forth in Section II of the Article V., except no nominating committee shall be appointed and all candidates shall be nominated from the floor.
- D. Any officer elected to fill a vacancy shall hold office for the remainder of the unexpired term, and until his successor shall have been elected and shall have qualified.

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Section 4. Resignations

- A. An officer may resign at any time by submitting a resignation in writing physical certified mail or electronic mail to the Chairperson and the Executive Committee.
- B. Such resignation shall take effect at the time specified therein, or, if no time be specified, upon receipt by the Chairperson.
- C. A resignation need not be accepted to become effective, except in those cases where the resigning officer has outstanding business yet to be concluded.
- D. It is understood that no officer or chairman of a committee shall resign his position under circumstances prejudicial to the efficient conduct of the Board's business.

Section 5. Removal

- A. An officer may be removed for cause by a majority of the appointed members of the Board, but only in accordance with the following procedure:
A motion in writing to institute or enact removal proceedings, setting forth the cause of the proposed removal shall be adopted by a majority of the appointed members of the Board present and voting at a meeting, the agenda for which shall have included consideration of or action for removal of an officer.

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- B. Following the adoption of such a resolution, the highest ranking officer who is not the subject of removal proceedings shall appoint a committee of not less than three nor more than five members to investigate the matter and report to the Board.
- C. The officer whose removal is proposed shall be given the opportunity to respond, in person and/or in writing, to such resolution, before the committee and/or the full board.
- D. The Board shall receive the report of the committee including a minority report if any, and the response if any, of the officer.
- E. A motion to remove the officer shall be adopted by a majority of the appointed members of the Board at a meeting, the agenda for which shall have included action on removal.

Section 6. Tasks of the Officers

A. Chairperson

- 1. The Chairperson shall preside at all hearings and meetings, and file all reports for the Board in coordination with the appropriate officers.
- 2. The Chairperson shall be a member of the District Service Cabinet.
- 3. Then Chairperson shall be a member of the Borough Board.
- 4. The Chairperson shall appoint committee chairs in consultation with the Officers of the Board.
- 5. Each committee chairperson, unless removed shall serve for a term that terminates on the 30th day of June.
- 6. The Chairperson shall remove committee chairs only with the approval of a majority of the Officers of the Board.
- 7. The Chairperson shall be an ex-officio member of all the standing and ad hoc committees.
- 8. The Chairperson shall exercise all those powers granted by the Charter, the Uniform land Use Review Procedure and these By-Laws.

B. First Vice Chairperson

- 1. The First Vice Chairperson shall in the absence of the Chairperson have all of the powers and perform all of the duties of the Chairperson.
- 2. Upon the occurrence of a vacancy in the office of Chairperson, the First Vice Chairperson shall assume the office of Acting Chairperson until such time as a new Chairperson shall have been elected and shall have qualified.

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3. The First Vice Chairperson shall have such powers and perform such duties as shall be assigned by the Chairperson.

C. Second Vice Chairperson

1. The Second Vice Chairperson shall in the absence of Chairperson and the First Vice Chairperson have all of the powers and perform all of the duties of the Chairperson.
2. Upon the occurrence of a vacancy in the office of Chairperson and First Vice Chairperson, the Second Vice Chairperson, or upon the occurrence of a vacancy in the office of First Vice Chairperson, the Second Vice Chairperson shall assume the office of Acting First Vice Chairperson; in either case, he/she shall continue to hold office as Acting Chairperson or Acting First Vice Chairperson until such time as a new Chairperson or First Vice Chairperson shall have qualified.
3. The Second Vice Chairperson shall have such powers and perform such duties as shall be assigned by the Chairperson.

D. Secretary

1. The Secretary shall record the minutes of the meetings and shall maintain the records of the Board, including minutes, reports, communications and correspondence.
2. The Secretary shall maintain records showing the attendance of all members at hearings and meetings and shall certify the accuracy and completeness of the record of attendance at each hearing and meetings.
3. In addition, the Secretary shall have such powers perform such duties as shall be assigned by the Chairperson or the Board.
4. The Secretary shall have thirty (30) days from the date of last meeting or hearing to complete, report and/or file minutes of such meeting.
5. In the absence or unavailability of the Secretary, the Chairperson may designate any other officer of the Board to act as Secretary on a temporary basis.

E. Treasurer

1. The Treasurer shall be the fiscal officer of the Board.
2. The Treasurer shall be responsible for all financial matters, including the preparation of all financial accounts and records and the filing of all financial reports, as such, Board staff shall report all financial activities to the Treasurer in a timely manner monthly.

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3. In addition, the Treasurer shall have such powers and perform such duties as shall be assigned by the Chairperson or the Board.
4. The Treasurer shall prepare and distribute a balance sheet for the Executive Committee on a quarterly basis, and to the Board on an annual basis.
5. The quarterly financial activity reports must be rendered to the Treasurer at least 5 days after requested.

F. Sargent at Arms

1. The Sargent at Arms shall be responsible for maintaining order and the proper procedures of all Board meetings. If other Board members or meeting attendees are disruptive, the Sargent at Arms may warn them and, in extreme cases, eject them from the meeting. The Sargent may also be responsible for administrative tasks such as collecting ballots when applicable, tallying votes and recording attendance.
2. The Sargent at Arms shall maintain a record of membership compliance with these by-laws, including preparation and distribution of an attendance report for the Board at each executive committee meeting.
3. The Sargent at Arms shall be a member of the community board.
4. The Sargent at Arms shall be responsible for receiving training from the Parliamentarians of New York or similarly accredited body approved by the Office of Bronx Borough President not less than once per year.
5. The Sargent at Arms shall have such additional powers to perform such duties as shall be assigned by the Chairperson or the Board.

Article VI

Section 1. Standing Committees

- A. The following standing committees shall be established as follows:
 1. Land Use and Planning
 2. Jerome Avenue
 3. Cultural Affairs
 4. Health and Human Services
 5. Housing
 6. Economic Development
 7. Parks and Recreation
 8. Municipal Services

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- 9. Youth Services
- 10. Education
- 11. Immigration
- 12. Veterans Affairs
- 13. Governance Committee

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

Section 2. Committees

- A. Each standing committee shall consist of a committee chairperson and such other members as may be appointed.
- B. Committee chairpersons shall be members of the board but other members of committees need not be board members.
- C. No person may serve as chairperson of more than one standing committee.
- D. This restriction does NOT apply to ad hoc committees.

Section 3. Committee Meetings

- A. The chairperson of each standing committee shall preside at committee meetings and at public hearings conducted by the committee and shall file all reports with the Board.
- B. The committee chairperson, preferably in consultation with committee members, shall determine the time, date and place of all committee meetings and committee hearings.
- C. The committee chairperson will prepare agenda for and notify the Executive Committee of all meetings before they are held.

Section 4. Ad Hoc Committees

- A. The Board may, by resolution, establish such ad hoc committees as it shall deem advisable.
- B. Any such committee shall have and may exercise such powers as may be granted to it by such resolution in writing.
- C. The 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

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purpose, its length of existence, and any other matters concerning its operation.

D. Any committee established by such a resolution may at any time be terminated by resolution of the full board.

Section 5. U.L.U.R.P. Committee

A. The Chairperson of the Board shall refer each item referred to the Board under the Uniform Land Use Review Procedure to the U.L.U.R.P. committee.

B. 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.

Section 6. Executive Committee

- A. There shall be an Executive Committee, which shall have as its members, the officers of the Board and the Chairpersons of each of the standing committees.
- B. The Executive Committee meets at the call of the Chairperson or upon the request of one third of its members.
- C. It may consider such matters as it deems advisable, and may make recommendations to the Board.
- D. The Chairperson shall serve as Chair of the Executive Committee.
- E. This committee shall have the power to adopt its own rules of procedure.

ARTICLE VII

Section 1 Public Hearings

A. The Chairperson shall call a public hearing whenever required by the Uniform land Use Review Procedure.

B. The Board Chairperson shall as needed hold a public hearing each month within the district in the manner prescribed by the City Charter or Corporation Council.

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- C. The Board Chairperson shall as needed may call additional public hearings on any matter before it for consideration, or any matter of concern to its district.
- D. Notice of all hearings shall be given in the manner provided for in Article IV of these By-Laws.
- E. The Chairperson or appointee shall preside at all public hearings.

Section 2. Public Hearing Speakers

- A. Prior to the start of every public hearing, each member of the public wishing to speak shall submit to the Chairperson or appointee, in writing, a request for speaking time.
- B. Such request shall set forth speaker's name, the name of any organization represented and the subject of all testimony.
- C. The Chairperson shall call only the name of those who submitted requests for speaking time.
- D. The Board Chairperson may, at its pleasure, allow others to speak.
- E. The Board Chairperson may, at their discretion, limit the time speakers may use.
- F. Any written statement or document offered by a speaker shall be placed into the record or minute of the hearing.

Section III. Other Provisions and Conclusion of public Hearings

- A. Any provisions of Section II of this Article may be modified by the Board and the Board shall have the power to adopt additional rules with regard to the conduct of any such hearing.
- B. After the conclusion of any public hearing held pursuant to the Uniform Land Use Review Procedure, the Chairperson or an appointee shall be responsible for submission of the Board's recommendation pursuant to Section 197-c of the New York City Charter.

ARTICLE VIII

Section I. Amendments

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- A. All hearing records, minutes, reports, communications, attendance records and correspondence of the Board shall be kept at the office of the Board.

ARTICLE IX

Section I. Records and Communications

- A. Any member of the Board may propose an amendment to these By-Laws.
- B. A proposed amendment shall be submitted in writing to the Chairperson who shall present it at the next meeting of the Board, but no vote shall be taken at that meeting.
- C. The proposed amendment shall then be placed on the agenda of the following meeting of the Board, shall become an amendment to these By-Laws upon its approval by the majority of the appointed members of the Board present and voting.

ARTICLE X

Section I. District Manager

- A. The District Manager's role as broadly defined by the revised Charter is to 1. Process service complaints, 2. Preside at meetings of the District Service Cabinet and 3. Perform other such duties as may be assigned by the Community Board in accordance with the statement of duties, (Section 2800F).
- B. Under the direction of the Executive Committee, the role of the District Manager shall comply with the current issue of the Handbook for Community Board Members.
- C. The District Manager shall bring any recommendations for all staff to the Executive Committee after duly advertising the position.
- D. The Executive Committee shall bring such recommendations to the Board.
- E. The District Manager is directly supervised by the Board Chairperson, the First or Second Vice, the Treasurer as applicable.

ARTICLE XI

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Section I. Other Restrictions

- A. Only the Board Chairperson shall make oral or written representation of Board transactions to the press or to other persons or agencies not members of the Board.
- B. The Chairperson, or any member designated by the Chairperson in consultation with the Executive Committee, may with discretion issue such statements to any non-members of the Board which are deemed to be in the best interest of Community Board 5, the area and citizens it represents.
- C. Any officer or member of the Board who abuses an office in this regard is subject to such disciplinary measures as may be adopted by the Board, including but not limited to impeachment.
- D. The Executive Committee shall bring such recommendation to the Board.

ARTICLE XII

Section I. Adoption

- A. These By-Laws shall be adopted when approved by a majority of those appointed members present at a meeting of the Board, the agenda for which shall have included considerations of By-Laws. These By-Laws supersede any previous By-Laws.