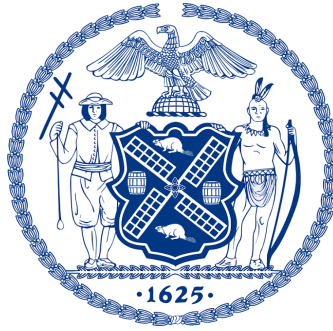


CITY OF NEW YORK
COMMUNITY BOARD NO. 7
BY-LAWS

Amended May 2018
Amended January 2019
Amended May 2023
Amended May 2025
BOROUGH OF THE BRONX



ARTICLE I

EFFECT:

SECTION 1: These By-Laws, upon adoption, shall be the By-Laws of Community Board No. 7 (hereafter 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”), the Uniform Land Use Review Procedure, and any other applicable laws.

ARTICLE II

POWERS:

SECTION 1: The Board shall exercise those powers and 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 of Community Districts in effect pursuant to Section 2701.a-d of the City Charter.

ARTICLE III

MEMBERS AND APPOINTMENTS:

SECTION 1: The Board shall consist of: A) As voting members, those individuals who shall have been appointed by the 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.

https://www.nyc.gov/html/records/pdf/section%201133_citycharter.pdf

SECTION 2: Each appointed member shall serve for a term of two years as provided for in Section 2800.a part of the Charter. 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.

SECTION 3: An appointed member may resign at any time by submitting a resignation in writing to the Borough President and the Chairperson of the Board. Such resignation shall take effect at the time specified therein, or, if no time is specified, upon receipt by the Borough President. A resignation need not be accepted to become effective.

PROCEDURE FOR REMOVAL OF BOARD MEMBERS:

SECTION 4 An appointed member may be removed for cause by the Borough President's Office or by a majority of the appointed members of the Board. The causes may include missing three sequential committee meetings (s) and General Board Meeting(s), or 50% of the assigned committee meeting(s) and General Board Meeting(s), or violating the Borough President's Code of Conduct for Board Members.

ADMINISTRATIVE:

The staff of Community Board 7 shall notify, in writing, board members who violate Article III, Section 4 (above).

PROCEDURE:

The Board shall not remove a Board Member by reason of absence or cause without first notifying the Board Member in writing. A written response is requested to be delivered to the Board within 20 days of the date of the notice.

1. Upon receipt of any response or upon the expiration of twenty (20) days from the mailing or emailing of the notice, whichever is earlier, the Budget, Personnel & Ethics Committee will consider the response and make a recommendation to the Executive Board.
2. If the Budget, Personnel & Ethics committee determines that the response is found not to be acceptable, the committee will place a motion to the Executive Committee.
3. The Executive Committee will consider the motion, hold a discussion in Executive Session, and take a vote in public. Thereafter, the motion (if any) will be presented to the General Board, a discussion will take place in Executive Session, and a vote in public.

(The member whose removal is proposed shall be given the opportunity to respond in person or in writing to the complaint, whether before the Budget, Personnel & Ethics Committee, Executive Committee, or the full Board.)

SECTION 5: Any board member with at least six months of service and meeting attendance requirements shall be allowed to take a six consecutive month, leave of absence from the community board. The request must be made in writing, electronic, or postal mail to the board Chairperson, the Board District Manager, and the Committee Chairperson of the Budget, Personnel, and Ethics Committee. The effective date of the six month consecutive leave will be retroactive to the date of the last board meeting attended. Only one request will be granted per 2 year appointment cycle.

ARTICLE IV

HEARINGS AND MEETINGS:

SECTION 1: 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, "Robert's Rules of Order." ¹ Amended January 2019.

SECTION 2: The Board shall hold a regularly scheduled public meeting of the full board and conduct a Public Session at least once a month, except during the months of July and August. A hearing or a meeting may be called by the Chairperson, or may be called at the request of one third of the members of the Board, plus one.

SECTION 3: The Chairperson shall determine the time, date, and place of all special hearings and meetings in consultation with the officers, except hearings held pursuant to the Uniform Land Use Review Procedure.

Immediately prior to the start of each such hearing, the Board shall determine by a vote of a majority of the appointed members present and voting whether to ratify the Chairperson's initial determination of the place of the hearing. Upon ratification, the hearing shall commence. If the Board fails to ratify the Chairperson's initial determination, the hearing shall be adjourned, and a new hearing shall be called at a place determined by the Board. Notice of Hearing may be issued based upon the Chairperson's initial determination of its location.

SECTION 4: All Meetings and Hearings shall be held within the Board's Community District, except that if in the Board's judgment there is a suitable and convenient place of Public Assembly within the Borough.

SECTION 5: Written notice of each Hearing or Meeting, setting forth its time, place, and subject, shall be made public and distributed not less than ten calendar days prior to the date of the Hearing or Meeting and shall be sent by the board staff to each Member of the Board.

SECTION 6: The presence of a majority of the appointed members of the Board shall constitute a quorum. No member may be present by proxy.

SECTION 7: 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 the appointed members present and voting.

SECTION 8: Minutes shall be taken at all meetings and hearings and shall be public record, with the exception of executive session. The minutes shall contain an accurate record of the members present, all resolutions and motions brought before the Board, including all votes taken and a summary of all reports presented to the Board, including majority and minority reports. Copies of all papers submitted at a hearing or meeting shall be annexed to the minutes and be a part thereof.

ARTICLE V

OFFICERS:

SECTION 1: The officers of the Board shall be a Chairperson, a 1st Vice Chairperson, a 2nd Vice Chairperson, a 3rd Vice Chairperson, a Secretary, and a Member-At-Large. Each officer shall be an appointed member of the Board. Election of officers shall take place every two (2) years at a meeting of the Board held in the month of June. Each officer shall serve for a term of two years, commencing

on July 1, and until their successor has been duly elected. No member shall be elected an officer of the Board until they have completed one year of service from the date of their attendance at their first board/committee meeting. No member shall be nominated and/or elected unless they are present at both the day of nominations and the day of elections.

SECTION 2: During the March meeting of the Board, the Chairperson shall appoint a Nominating Committee consisting of five members. This Committee shall select its own Chairperson and prepare a ballot with a list of candidates for each position, in alphabetical order, for the June meeting.

SCHEDULE	
March General Board Meeting	The Board Chairperson appoints members of the Nominating Committee
April General Board Meeting	Board members vote on the nominating committee
May General Board Meeting	Only community board members can make nominations from the floor.
June General Board Meeting	Board members vote to elect officers

The Chairperson of the Nominating Committee shall ensure:

- A. That the Nominating Committee is prohibited from engaging in any behavior that could be considered electioneering.
- B. That all nominations for officers in CB7 shall be made from the floor only by community board members and shall end when no more nominations are made during the nominating section in the May meeting.
- C. That the Nominating Committee is to ensure that all nominated candidates are in good standing in CB7 to hold office. Good standing shall mean the candidates meet the attendance requirements of the Borough President's Office and the CB7 bylaws at the time of the nomination.
- D. That the Nominating Committee obtain a signed form from all candidates within a week of being nominated at the May meeting accepting or declining the nomination. A member cannot accept the nomination for more than one position.
- E. That the Nominating Committee is to monitor all procedures regarding the election such as, but not limited to, handing out the ballots and collecting all the ballots for counting. All ballots must be signed and indicate clearly the candidates being voted for in order to count as a valid vote. Ballots that are not signed will not be counted. There shall be one ballot that will be inclusive of all candidates, listed in alphabetical order, running for all positions concurrently.
- F. The Nominating Committee makes available to all candidates the contact information of board members if requested by any candidate.
- G. That the Nominating Committee is to count the votes the same night of the election, and the Chairperson of the Nominating Committee announces the elected person.
- H. After the ballot count and the announcement of the winner(s), the Chairperson of the Nominating Committee will submit in a sealed envelope all election documents to the District Manager for safe

record keeping.

I. No member of the board can serve as a member of the Nominating Committee and at the same time be a candidate for office.

SECTION 3: Upon the official announcement to the Board members and the public (via at an official general meeting or email), of a vacancy of any officer position, a Special Election will take place at the next general board meeting as long as the announcement is made within two weeks of the next scheduled monthly board meeting. Nominations will be taken from the floor and an election will take place at that same meeting.

Upon the vacancy of any office, the vacancy shall be filled by the Board. The election to fill such a vacancy shall take place no later than the second meeting following the vacancy. The manner of voting shall be the same as that set forth in Section 2 of the Article V, candidates shall be nominated from the floor. Any officer elected to fill a vacancy shall hold office for the remainder of the unexpired term.

SECTION 4: An Officer may resign at any time by submitting their resignation in writing/email with the date of resignation to the Chairperson and office staff.

SECTION 5: An officer may be removed from an elected position for cause in accordance with the procedure governing removal of members spelled out in Article III Section 5 of these ByLaws.

SECTION 6: The Chairperson shall be a member of, and attend, the District Service Cabinet and Borough Board meetings, report to the Board and the public on information from such meetings, be an ex-officio member of all standing and special committees with the exception of the Nominating Committee, and exercise all those powers granted to the Chairperson by the City Charter, the Uniform Land Use Review Procedure and these By-Laws.

SECTION 7: The 1st Vice-Chairperson shall preside over the executive committee and generate the agenda in consultation with the Chairperson. In the absence of the Chairperson, the 1st Vice-Chairperson shall have all the powers and perform all the duties of the Chairperson as defined in Article V, section 6.

SECTION 8: The 2nd Vice-Chairperson shall in the absence of the Chairperson and the 1st Vice-Chairperson, have all the powers and perform all the duties of the Chairperson. Refer to Article V, Section 6. The 2nd Vice Chairperson shall also perform such duties as assigned by the Chairperson of the board.

SECTION 9: The 3rd Vice Chairperson shall serve as the Chair of the Budget, Personnel & Ethics Committee, and serve as the liaison to the committees with respect to the development of the Board's Fiscal Year budget as well as the Expense and Capital Budget. The 3rd Vice Chairperson shall also perform such duties as assigned by the Chairperson.

SECTION 10: The Secretary shall record the minutes of meetings of the Board, and shall be in charge of maintaining records of the Board, including minutes, reports, communications, and correspondence in conjunction with the district manager. In addition, the Secretary shall perform such duties as shall be assigned to the Secretary by the Chairperson of the Board.

SECTION 11: Member at Large Duties to assist the board in Parliamentary procedures and such duties as assigned by the Chair.

ARTICLE VI

COMMITTEES:

SECTION 1: The following standing Committees shall be established:

- 1. BUDGET, PERSONNEL & ETHICS**
- 2. EDUCATION, YOUTH, & LIBRARIES**
- 3. HOUSING, LAND USE & ECONOMIC DEVELOPMENT**
- 4. PARKS, RECREATION & CULTURAL AFFAIRS**
- 5. MUNICIPAL SERVICES (PUBLIC SAFETY & QUALITY OF LIFE, ENVIRONMENT & SANITATION, AND TRAFFIC & TRANSPORTATION)**
- 6. VETERANS AFFAIRS & HUMAN SERVICES**

STRUCTURE OF COMMITTEE RESPONSIBILITIES:

SECTION 2: (A) Each standing Committee shall consist of a Committee Chairperson and Vice Chairperson. The Committee Chairperson shall be appointed or removed by the Board Chairperson with the approval of the full Board. A Committee shall consist of not less than 3 appointed board members, appointed by the board chairperson in consultation with the committee chair. Community members who have volunteered may be appointed by the Chairperson of the Committee. The number of non-Board members of any Committee must be less than 50% of said Committee. Non-Board members are not eligible to vote, make motions, or attend executive sessions. The Budget, Personnel & Ethics Committee shall be composed of Board Members only, who must be at least 18 years of age. No person may be appointed as Chairperson of more than one standing Committee. A list of Committee Chairpersons and Committee members shall be provided to all Board members and the general public.

(B) The Committee Chairpersons shall serve for a term of one year and may be eligible to serve successive terms upon review by the Board Chairperson.

SECTION 3: The Chairperson (or designee) of each standing Committee shall have the following responsibilities: Preside at Committee meetings and at public hearings conducted by the committee. All committees must take minutes, attendance, and submit them to the Staff and District manager in a timely fashion as required by the city charter, including but not limited to any motions or letters. All committees shall make reports during the general board meetings.

SECTION 4: Each Standing Committee Chairperson shall appoint a Vice-Chairperson to carry on the duties of the Chairperson in case the Chairperson is not in attendance.

SECTION 5: The Board may, by resolution, establish such ad hoc 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 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 resolution of the Board.

SECTION 6: The Chairperson of the Board shall refer each item referred to the Board under the Uniform Land Use Review Procedure (ULURP) to the Housing, Land Use and Economic Development 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. The Housing, Land Use and Economic Development Committee shall conform to the time constraints imposed upon them by the Uniform Land Use Procedures to the time and business before that committee.

After the conclusion of any public hearing held pursuant to the Uniform Land Use Review Procedure, the Board Chairperson shall be responsible for the submission of the Board's recommendation and the record of the hearing pursuant to rules of the Uniform Land Use procedures.

SECTION 7: There shall be an Executive Board Committee, which shall be composed of members of the elected officers of the Board and the appointed Chairperson of each of the standing committees. The Executive Committee shall meet at the request of the Chairperson or upon the request of one-third of its members. It may consider such matters as it deems advisable and may make recommendations to the Board. The 1st Vice-Chairperson shall preside at the meetings of the Executive Committee. This Committee shall have the power to adopt rules of procedure in accordance with the City Charter. Minutes shall be taken at the Executive Committee and be distributed to Board members.

SECTION 8: All Board members shall be members of at least one Standing Committee.

ARTICLE VII

PUBLIC HEARINGS:

SECTION 1: Prior to the monthly public hearing, each member of the public wishing to speak shall submit to the Board office a request for speaking time. Such requests shall include name, affiliation, if any, and contact information. Any written statement or document offered by a speaker shall become part of the official record or minutes of the hearing. **The Board shall have the power to adopt additional rules with regard to the conduct of any such hearing.**

ARTICLE VIII

RECORDS AND COMMUNICATIONS:

SECTION 1: Except as provided in the Uniform Land Use Review Procedure, all records (electronic

or paper), 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 records shall be made available for inspection and copying. The Borough President's office shall be contacted to determine service fees, if any (per the New York State Freedom of Information Act).

ARTICLE IX

AMENDMENTS:

SECTION 1:

- Any member of the Board may propose an amendment to these By-Laws provided such proposal is in writing and signed by one-third of the Board's membership.
- 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.
- The proposed amendment shall then be placed on the Agenda of the following meeting of the Board for a vote.
- Prior versions of the By-Laws shall be kept on file at the Community Board office and available on the board's website.

ARTICLE X

ADOPTION OF BYLAWS:

SECTION 1: These By-Laws shall be adopted when approved by a quorum of the appointed members of the Board present at a meeting of the Board, the Agenda for which shall have included consideration of By-Laws. The approved By-Laws shall be filed with the City Planning Commission pursuant to Section 4.042 of the Uniform Land Use Review Procedure.