

# COMMUNITY BOARD NO. 18

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## BY-LAWS

Eric L. Adams  
Mayor  
Antonio Reynoso  
Borough President  
Michael Ien  
Chairperson  
Sue Ann Partnow  
District Manager  
Dorothy Paul  
Assistant District Manager

The By-Laws for the Brooklyn Community Board shall conform to all the New York City Charter provisions pertaining thereto. Nothing in these By-Laws shall be construed as to change, modify or amend the New York City Charter. In cases of conflict between the provisions of New York City Charter and the By-Laws, the provisions of the Charter shall govern.

### I NAME

The name of this Board shall be known as: Community Board No. 18, Borough of Brooklyn.

### II AREA

This Board shall serve the community within the area designated on the Community District Map adopted by the Board of Estimate on December 23, 1976.

### III OFFICERS

The Officers of the Board shall be:

- Chairperson
- 1st Vice Chairperson
- 2nd Vice Chairperson
- Secretary

### IV OFFICERS' ELIGIBILITY

To be eligible for any office of the Board, a member first must have been appointed to the Board by the President of the Borough of Brooklyn and have served one (1) term as a member of the Board.

### V NOMINATIONS AND ELECTIONS OF OFFICERS

1. Each Officer shall serve for a calendar year with the term beginning January 1 following the Election and terminating on December 31st of that year.
2. With the exception of the year of the adoption of these By-Laws, all terms of Officers shall commence on January 1<sup>st</sup>.
3. A Nominating Committee consisting of seven (7) Board Members, including its Chairperson, shall be appointed by the Chairperson in November. The report of the Nominating Committee shall be submitted at the December Meeting when Nominations for Officers will be open from

the floor. Additional Nominations will require a second from another

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Member of the Board in order to be placed on the Ballot and Elections will be held at a duly constituted Special Meeting in January.

4. The Candidate who receives a majority number of votes cast for such office shall be deemed elected.
5. Every Member of the Board attending the Meeting shall be entitled to one (1) vote to be cast by him in person.
6. A limitation of time shall be set by the Chairperson for nominating and seconding speeches at the nominating session.

**VI DUTIES OF OFFICERS**

**1. The Chairperson:**

- a. Shall be Chief Executive of the Board.
- b. Shall call and preside at all Special and Regular Meetings of the Board and all Public Hearings.
- c. Shall have the authority to appoint all Committees and their Chairperson. Such Committee, as appointed by the Chairperson, shall serve at the pleasure of the Chairperson. A person, not a Member of the Community Board, may be appointed at the pleasure of the Chairperson to a Committee in a non-voting capacity and not as a Chairperson in keeping with the provision of Section 2800 of the Charter.
- d. Shall have the power to interpret all questions of Law and Procedures pursuant to these By-Laws.
- e. Shall recommend candidates with the assistance of a Screening Committee for the position of District Manager including all necessary staff for the Board's consideration and appointment, and upon such appointment he or she will supervise their activities.
- f. Shall turn over all records to his or her successor.
- g. Shall send a notice of meetings to the Borough President's Office in sufficient time for designation of Borough President's liaison personnel to attend meeting.
- h. Shall send a Notice of the time, place and subject of a Public Hearing for all actions, for publication in an issue of the Comprehensive City Planning Calendar to be distributed not less than ten (10) calendar days prior to the date of the Hearing.
- i. Prepare and deliver Chairperson Annual Report to proper authorities as required by Law.
- j. Shall meet with the Chairperson of all Boards in Brooklyn.
- k. The Chairperson shall serve in whatever capacity as required or mandated by Law.
- l. Shall be the sole spokesperson for the Community Board.
- m. Shall be Ex-Officio Member of all Committees except for Nominating

Committee.

**2. The 1st Vice Chairperson:**

- a. Shall have the same power, authority and duties as the Chairperson in the event the Chairperson is absent or unable to perform the duties of office.
- b. Shall be Ex-Officio Member of all Committees appointed by the Chairperson except for the Nominating Committee.
- c. Shall perform such duties as designated by the Chairperson.
- d. In the event of a vacancy of the position of Chairperson, shall succeed to that position for the balance of the unexpired term.

**3. The 2nd Vice Chairperson:**

- a. Shall have the same power, authority and duties of the Chairperson and 1st Vice Chairperson in the absence of both or when they are unable to perform their duties of Office.
- b. Shall be Ex-Officio Member of committees appointed by the Chairperson except for Nominating Committee.

**4. The Secretary:**

- a. The duties of the Secretary shall be to perform all duties assigned by the Chairperson of the Board.
- b. Shall supervise the keeping of all financial records and make monthly report to the Board.
- c. Shall be Chairperson of the Budget Committee and prepare Budget for the Board.
- d. Shall send Notice of all Meetings, Public Hearings and all other appropriate communications to the Members of the Board.

**5. District Manager:**

- a. Shall have responsibility for processing service complaints.
- b. Shall preside at Meetings.
- c. Shall record all Applications subject to the Land Use Review Procedure coming before the Board and keep a log of same.
- d. Shall perform such other duties as are assigned by the Chairperson of the Community Board.

**VII COMMITTEES**

The Chairperson may appoint Committees including but not limited to the following:

- 1. Planning and Zoning (including Variances and City Map changes)**
- 2. Public Safety**
- 3. Sanitation and Environment**
- 4. Parks**

5. **Transportation**
6. **Social Services**
7. **Housing**
8. **Libraries and Education**
9. **Youth**

**VIII RESPONSIBILITIES OF COMMUNITY BOARD MEMBERS**

1. Shall attend all Meetings, except for a legitimate excuse when the Member shall notify the Chairperson prior to the Meeting.
2. If appointed to a Committee, the Board Member shall participate actively.
3. Shall vote in person on all matters before the Board, except where there is a conflict of interest.
4. Upon request of the Chairperson by 20 duly appointed Members of the Board in writing, a Special Meeting may be called.

**IX QUORUM**

**1. Public Hearing**

A Public Hearing shall require a quorum of 20% of the appointed Members of the Board, but in no event fewer than seven (7) Members.

- a. The Minutes of a Meeting at which a Public Hearing was held shall record the individual members present.
- b. The actual record of the Public Hearing shall consist of the following:
  1. A recording of the proceeding.
  2. A form listing the names and addresses of the speakers and whether in support or opposition on the subject matter.
  3. The exhibits or written statement of each speaker.

**X MEETINGS OF COMMUNITY BOARD**

1. The Board shall meet at least once a month, except during July and August, but Meetings may be called by the Chairperson for these months.
2. The adoption of a Community Board recommendation shall be by a public vote which results in approval by a majority of the appointed Members present during the presence of a quorum at a duly called Meeting.
3. A Community Board recommendation shall be in writing and shall include a statement of the proposal, the time and place of any Public Hearing on the Application, the time and place of a Meeting at which the recommendation was adopted and the vote by which the recommendation was adopted. Where the vote was taken by roll call, the report shall include the votes of the individual Community Board Members.
4. A quorum shall consist of one-third of the appointed Members of the Board except when otherwise required by Law.

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5. Board Meetings shall be open to the public with the following exceptions:
  - a. Emergency Executive Committee Meetings.
  - b. Nominating Committee Meetings.
  - c. All Committee Meetings.
  - d. Meetings or Executive Sessions may be closed to the public when deemed necessary by the Chairperson and when same is not in violation of Law.
  
6. Members of the community who have residence or business, professional or other significant interest in the district may be afforded an opportunity by the Chairperson to be heard at the Board Meeting under the following circumstances:
  - a. That the Chairperson or Secretary is notified at least three days in advance of the Meeting of the matter to be brought up before the Board for its attention.
  - b. That the aforesaid matter must be one of general or common interest to the community and the Board at the discretion of the Chairperson.
  - c. Each speaker shall be limited to a period of no more than three (3) minutes unless otherwise permitted by the Chairperson.
  - d. In an emergency only, the Chairperson may permit a matter to be brought before the Board subject to (b) and (c).

**XI EXECUTIVE COMMITTEE**

1. Members to include the Chairperson, 1st Vice Chairperson and 2nd Vice Chairperson, and Secretary.
2. Notice with an Agenda must be given to all Board Members of the Scheduled Meetings with an opportunity to attend and observe the action of the Board Committee.
3. A quorum shall be a majority of the members.

**XII MINUTES**

1. Minutes of each meeting shall be transmitted to the President of the Borough of Brooklyn and the City Planning Commission.
2. Minutes shall be kept available and copies shall be furnished upon request, to any person or organization requesting same.

**XIII REMOVAL OF OFFICER OR MEMBER**

Any Officer or Member of the Board may be removed from the Board for cause, by the Board in the following manner:

1. Motion made to institute removal proceedings can be made at any Regular Meeting of the Board.
2. Approval of such motion must be made by a majority of the entire appointed Membership of the Board.

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3. The Member in question must be afforded the right to a Hearing upon due notice, at which he shall have the right to Counsel to be heard in his own defense and to call witnesses on his behalf. After hearing, removal may be voted by 3/4 vote of all the Appointed Members of the Community Board.

**XIV AMENDMENT OF THE BY-LAWS**

Motion to amend these By-Laws may be duly made in writing at any Meeting of the Board and approved by a majority of the Appointed Members of the Board.

**XV RULES OF ORDER**

1. Each Board may adopt such Rules and Regulations as it deems necessary to its individual operation except where it conflicts with the Rules and Regulations under the New York City Charter.

End.....