

## The By-Laws of Community Board 4 Borough of Brooklyn

*The purpose of this organization shall be to exercise the powers and duties of Community Boards as set forth in Chapters 69 and 70 of the Charter of the City of New York.*

### Article I

#### **Name**

The organization shall be known as Brooklyn Community Board 4 (herein referred to as “the Board”).

### Article II

#### **Area**

The area of the Board’s jurisdiction, consisting of the neighborhood of Bushwick in the Borough of Brooklyn, shall be as is specifically designated on the Community District Map as Community District Four (4), or as such may be amended or revised.

### Article III

#### **Board Members**

- A. The Board shall consist of:
  - 1. Not more than fifty (50) persons appointed by the Brooklyn Borough President; one-half of whom shall be appointed from nominees of the Council Members elected to represent/serve any area which includes a part of the community district.
  - 2. As Ex-officio (non-voting) members, all such Council Members
  - 3. Not more than twenty-five (25) percent of the appointments shall be city employees.
  - 4. No person shall be appointed to or remain as a member of the Board who does not have a residence, business, profession or other significant interest in the district.  
(NYC Charter, Chapter 4, Section 84)
- B. In order to be considered as a candidate for appointment to the Board, a prospective candidate must submit an application to the Office of the Brooklyn Borough President.
- C. Members of the Board shall serve for staggered terms of two (2) years, one-half of the membership being renewed each year.
- D. Members of the Board shall serve without compensation.

### Article IV

#### **Responsibilities of Board Members**

- A. Shall attend all regular monthly meetings of the Board and serve on at least one (1) committee.

- B. Shall vote in person and not by proxy on all matters before the Board, except when there is a conflict of interest. The Board Member shall recuse themselves from the vote and state the reason.
- C. Shall not speak for the Board unless duly authorized by the Board or Board Chairperson.
- D. Shall contact the Board's office no later than 4pm on the day of the scheduled regular meeting of the Board or their assigned committee meeting(s) to be excused and in compliance with Article XII.C of these by-laws.
- E. Shall promptly inform the Board's office of any changes in their contact information.

## Article V

### **Meetings**

- A. Regular meetings of the Board shall be held on the third Wednesday of each month, except July and August.
- B. One half plus one of the appointed members of the Board shall constitute a quorum.
- C. Any special meetings of the Board shall be called by the Board Chairperson or by a quorum of the Board Members through the District Manager. The District Manager will notify each board member of the special meeting through the standard procedure: mail, telephone, or email.
- D. All Board Meetings shall be opened to the public in accordance with the Open Meetings Law (OML) except for the Executive Board meeting.
  - 1. Whereas, On April 9, 2022, Governor Hochul signed Chapter 56 of the Laws of 2022 relating to the New York State budget for the 2022-2023 state fiscal year. Included in the bill is an amendment to the Open Meetings Law (OML) to make permanent (until July 1, 2024) the expanded use of videoconferencing by public bodies to conduct open meetings, under extraordinary circumstances, regardless of a declaration of emergency.
  - 2. Board members with extraordinary circumstances, such as mobility impairment, a weakened-immune system, caregivers of older parents, etc., may attend the meetings remotely after informing the Board's Office of their intentions.

## Article VI

### **Board Motions and/or Recommendations**

- A. A board motion/recommendation shall be in writing and include:
  - 1. A statement of the motion/recommendation wherein the statement is made clearly and concisely.
  - 2. The time and place of any public hearing on the motion/recommendation
  - 3. The time and place of the public meeting at which the motion/recommendation was presented.
- B. Adoption of Board Motions/Recommendations

1. The adoption of the Board motion/recommendation shall be by a public vote which results in approval by a majority of the members present.
  2. When the vote is taken by roll call, the meeting report shall enumerate the total amount of the votes cast.
- C. The rules contained in the latest edition of Robert's Rules of Order, revised edition, shall govern all proceedings of the Board in all cases, except where other rules have been established by the City Charter and applicable municipal or state laws/regulations.

## Article VII

### **The Executive Officers\***

- A. The Executive Officers of the Board shall be the:
1. Board Chairperson
  2. First Vice Chairperson
  3. Second Vice Chairperson
  4. Recording Secretary
  5. Treasurer
  6. Parliamentarian
- B. Election of Executive Officers
1. The Board Chairperson shall appoint an Ad-Hoc Nominating Committee at a suitable time to conduct the election before the end of the meeting year.
    1. The members of the Committee will elect their own Committee Chairperson.
    2. The Committee will be charged with the following in partnership with the Board's Office:
      - i. Compile a slate of members who are eligible to run for office.
      - ii. Contact the members whose names are on the slate to ascertain their desire to run for office.
      - iii. Establish a slate of members who will run for an Executive Officer position.
      - iv. Present to the Board a complete slate of nominees who are eligible and willing to run for an Executive Officer position at the regularly scheduled meeting.
  3. Any member at the regularly scheduled monthly meeting may make additional nominations from the floor.
  2. Nominating Committee members shall not be eligible for nomination as a candidate for any executive officer position.
  3. Once nominations are concluded, the Board from among its members shall elect executive officers by ballot at the regular monthly meeting.
  4. Every member of the board shall be entitled to one (1) vote to be cast in person.
  5. The candidate who receives the greatest number of votes shall be deemed elected by a majority of the quorum present.

C. Terms of Service

1. An executive officer shall hold their office for the period commencing on June 1st of the year in which they are elected as such through May 31st of the following year, unless
  - a. They resign.
  - b. They are removed from office.
  - c. They cease to be a member of the Board for any reason whatsoever.
  - d. In the event a vacancy occurs during the year, the Board Chairperson is empowered to appoint a member with the Approval of the Executive Board.
2. No person shall serve as Board Chairperson unless they have been a member of the Executive Board for at least one (1) year.
3. The Board Chairperson shall serve a consecutive two-year term.
4. No person shall serve as an Executive Officer unless they have been a member of the Board for at least one (1) year.

Article VIII

**The Executive Board**

- A. Shall consist of all elected Executive Officers and the Chairperson of each standing committee as voting members.
- B. The Board Chairperson is an ex-officio member of each standing committee.
- C. Elected Executive Officers may hold only one (1) position with the exception of the Board Chairperson, who is also the District Office Committee Chairperson.
- D. Each standing Committee Chairperson and the board's Executive Officers shall be mandated to attend the Board's annual budget meeting and are encouraged to attend the relevant budget consultation meeting(s) in the fall.

Article IX

**Duties of Executive Officers**

- A. Board Chairperson
  1. Shall be the Chief Executive Officer of the Board and shall be responsible for the overall conduct of the Board.
  2. Shall call and preside over all regular meetings, public hearings, and special meetings of the Board.
  3. Shall appoint and remove the Committee Chairs or members of any standing committees in consultation with the Board, unless otherwise specified in these By-Laws.
  4. Shall serve on all committees and Boards as prescribed by the City Charter.
  5. Shall carry out the following in partnership with the Board's Office:

- a. Prepare an annual report each calendar year within three (3) months of the close of the year for the Borough President and City Council Members in the Board's district.
  - b. Turn over all records to his/her successor.
  - c. Send an agenda to local elected officials in sufficient time for said elected officials to attend meetings or to send their designated representative(s).
  - d. Send 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 no less than (10) calendar days prior to the date of the hearing.
  6. Shall train and assist the First and Second Vice Chairperson in the duties of the Board Chairperson in the event of their absence.
- B. First Vice Chairperson
1. Shall assist the Board Chairperson in carrying out the duties of that office.
  2. Shall serve in place of the Board Chairperson when there is a vacancy in that office or when the Board Chairperson is unable to perform their duties.
  3. May attend all District Service Cabinet meetings and assist the Board Chairperson in partnership with the District Manager and the District Service Cabinet.
  4. Shall assist with the coordination of the Board's activities in the Expense Budget approval process in partnership with the District Manager or Board's Office.
  5. Shall serve as an ex-officio member of all committees.
- C. Second Vice Chairperson
1. Shall, in the case of the absence or inability of the Board Chairperson and First Vice Chairperson, perform the duties of the Board Chairperson, in addition to, such other duties assigned by the Board or the Board Chairperson.
  2. Shall assist with the coordination of ULURP, Housing and Land Use, and Economic Development priorities in partnership with the District Manager or Board's Office.
- D. Recording Secretary
1. Shall assist with the review of the public hearing and regular monthly meeting minutes.
    - a. See that the minutes of all meetings of the Board reflect the substance of the discussion.
    - b. Ensure that amendments to the minutes and the name of the motion-maker for the amendment are reflected in the original minutes.
  2. Shall see that up-to-date records of the minutes are kept at the Board's office.
  3. Shall keep a list of all members of the Board and their current addresses.
- E. Treasurer
1. Shall be responsible for keeping a financial report for the Board.
  2. Shall submit to the Board an annual financial report at the end of the fiscal year drafted in partnership with the District Manager or Board's office.
  3. Shall serve on the District Office Committee.

F. Parliamentary

1. Shall ensure that the procedure outlined in Robert's Rules of Order are properly adhered to at every Board meeting.
2. Shall see that a copy of Robert's Rules of Order is available at every Board meeting.
3. Shall serve at the discretion of the Chairperson.

Article X

**The District Manager**

- A. As broadly defined by the New York City Charter, the District Manager's role is to:
1. Process service complaints.
  2. Preside at meetings of the District Service Cabinet and in conjunction with the District Service Cabinet plan for improved service delivery to the Community Board 4 district.
  3. Perform such duties as assigned by the Community Board.
    - a. Shall serve as the Administrator of the Community Board.
    - b. Shall make policy recommendations to the Community Board and executive policy set by the Community Board.
    - c. Shall cooperate with, consult, assist, and advise any public officer, agency local administrators, legislative bodies, or the Office of the Brooklyn Borough President with respect to any matter relating to the welfare of the district and its residents.
    - d. Shall serve as a liaison between the Community Board and all governmental agencies as well as the community at large.
    - e. Shall be responsible for coordinating all service-related actions and operations within the Community Board 4 district.
    - f. Shall assist the overhead agencies with the implementation of management decentralization and geographic-based budgeting.
    - g. Shall make recommendations to the Community Board on district priorities for the Capital and Expense Budgets of the City of New York and monitor their implementation.
    - h. Shall administer the internal budget of the Community Board.
    - i. Shall make recommendations for hiring administrative staff and personnel.
    - j. Shall supervise the staff and manage day-to-day operations of the district office.
    - k. Shall delegate to the staff the following:
      - i. The dissemination of information about city services and programs.
      - ii. The processing of service delivery complaints and holding monthly staff meetings.
    - l. Shall perform such other functions as assigned by any other provision of the Law.
    - m. Shall serve at the pleasure of the Board.

## Article XI

### **Committees**

- A. The Board shall maintain the following standing committees, which may be combined by Chairperson or Executive Board after an annual review:
  - 1. Arts/Culture/Technology
  - 2. Civic/Public Safety/Religious
  - 3. District Office
  - 4. Economic Development
  - 5. Environmental Protection/Transportation/Sanitation
  - 6. Health/Human Service/Senior Citizens/Veterans
  - 7. Housing and Land Use
  - 8. Parks and Recreation
  - 9. Permits and Licenses
  - 10. Youth and Education
- B. The Board Chairperson in conjunction with the Board may appoint special committees as they deem necessary, in addition to the standing committees outlined in these by-laws.
- C. Membership on committees shall be open to public members however, Committee Chairpersons must be members of the Board.
  - 1. Public members shall be appointed at the discretion of the Board Chairperson in September and January (midterm appointment).
- D. All incoming and outgoing committee correspondence and records shall be maintained by the Board's office.
- E. Each standing committee of the Board shall meet at least once per month or as necessary.
- F. All Chairpersons of the standing committees will provide an overview of committee business in partnership with the Board's office at the following Executive Board meeting.
  - 1. The Board Chairperson shall recommend removal of committee chairpersons who do not follow this mandate.

## Article XII

### **Removal from the Board**

- A. A total of three (3) absences, excused or unexcused, over a period of six months from the regular monthly or assigned committee meeting(s) shall constitute sufficient cause to recommend removal from the board.
- B. Any Member who has been on the Board for ten (10) years or more and who falls under Article A. above shall be personally contacted by the District Manager and at least one (1) Board Member to determine what their plans, as far as remaining on the Board.
- C. Any of the following shall constitute an excused absence:
  - 1. Illness or a health-related matter

2. Death in the family
  3. Accident or emergency
  4. Religious Observance
  5. Work Obligation
  6. Military service or other compulsory government service
- D. Any Member who violates Article XII.A of these by-laws shall receive written notice by certified mail (return receipt requested) and email within thirty (30) days of the last absence.
1. The notification shall convey the following:
    - a. Inform the member that one (1) additional unexcused absence shall result in recommendation of removal from the Board.
    - b. A record of their attendance, in addition to the date, time, and place of the next Board meeting.
- E. Approval of a motion/recommendation to remove a Board Member in defiance of Article XII.A shall be made in accordance with the following:
1. At any regular meeting of the Board
  2. As stated in Article VI.B.

#### Article XIII

##### **Amendments**

- A. Proposed amendments to these by-laws shall be submitted in writing to the Chairperson and referred to an Ad-hoc By-law Committee.
- B. The Ad-Hoc By-law Committee shall report its opinion on the proposed amendment(s) to the Executive Board at its next scheduled meeting.
- C. With the Executive Board's approval, any proposed amendment(s) shall be mailed and emailed to each member of the Board with the meeting notice for the next regularly scheduled meeting and included as an agenda item.
- D. Proposed amendments must be approved by a two-thirds majority vote of a quorum at a regularly scheduled monthly meeting.

#### Article XIV

##### **Voting**

- A. All Board Members who are present for the purposes of attendance must vote on all motions including Questions of Order,
- B. Votes may be cast only as affirmative, negative, or abstention.

These By-laws have been amended in compliance with the Roberts Rules of Order, the New York City Charter, and the Guide to Parliamentary Procedure for Community Boards on Wednesday, June 21, 2023.



\*The executive officer roles of Correspondence Secretary and Financial Secretary shall be phased out in 2024 and eliminated prior to the next election of the Board's executive officers as per the June 2023 amendments.