

How Items Get on the Agenda

Health Seniors Human Services Youth Education Human Rights Committee

January 2026

Agenda items must be proposed in advance. After the agenda item is proposed research, planning by office and committee chair must be done, speakers must be confirmed, draft resolutions may need to be written. This can take several weeks. Agenda items must be finalized before the executive committee meeting. It is never too early to propose an agenda item. The committee chair and office coordinate on all agenda items. At the committee meeting, the committee may discuss agenda items it wants for future meetings

Types of agenda items:

- There may be a proposal to ask the board for support. This generally comes from nonprofits, often because the City or State requires notification to the community board. The Community Education Council, a hospital Community Advisory Board, a community organization or nonprofit. In human services, example of this are support for an initiative of a single organization or institution, support funding from the City or State proposals that request policy change or legislation. The committee chair or community board office may be contacted about this. The party who is asking for support will need to send item to the office. The office will generally ask the requestor to draft the resolution.
- Some agenda items are from city agencies. For human services: some recent examples: Dept. of Homeless Services (new DHS facility or program, Safe Haven). Some notifications to the community board are mandated and have time limits such as SLA notifications, ULURPs (land use), sidewalk cafes (transportation), intercity bus stops (transportation). Some changes must go to the design commission and CB resolution is required – example of this is park redesigns. Agencies often ask for community input, such as with traffic redesigns.
- Informational items. Informational items are issues that we do not take positions on. They may be about studies or research on subjects of interest to the committee and can be used in the future. Example: Independent Budget Office study on the state of NYC schools infrastructure. Other examples: services provided at a health clinic or social service organization, a new program at a school, or new arts charter school. These organizations usually contact the office. The office will confer with the committee chair and/or the committee chair will approve on draft agenda at the executive committee meeting.
- Some items may be related to on-going issues affecting our community. Recent examples in human services: Mount Sinai Beth Israel downsizing/closing, loss of nursing home at Rivington House. A board vote on a position will allow us to later lobby for this position or give testimony at hearing.
- Items that are referred by the office because of service delivery problems that indicate a systemic problem that needs to be exposed or needs the strength of a community board resolution or help from elected officials. An example of this is the K2 drug problem. The resolution asking for a policy change was also presented to the 12 Manhattan community boards who voted on similar positions at Borough Board. These items are discussed by the chair and office.

- Community boards may ask the Borough President to have the Borough Board vote on a position or request. The resolution will first be put on community board agendas for a vote so the Board Chairs can represent the position of the boards.