

# **BYLAWS OF COMMUNITY BOARD NO. 1, BOROUGH OF QUEENS**

**AS AMENDED SEPTEMBER 15, 2020**

## **PREAMBLE**

These bylaws (the "Bylaws") of Community Board No. 1, Borough of Queens (as named below) shall conform to all relevant provisions of the New York City Charter ("City Charter"), New York City Planning Commission's Uniform Land Use Review Procedure, ("ULURP"), New York State Open Meetings Law ("OML"), New York State Freedom of Information Law ("FOIL"), Americans with Disabilities Act (and similar Federal, New York State and New York City laws), and regulations, advisory opinions, judicial opinions, decisions or orders, administrative opinions, decisions or orders, or similar legal guidance thereunder for any of the foregoing or for any other applicable federal, state and municipal laws. Accordingly, the Board shall conduct itself as a public body acting in a transparent manner.

These Bylaws shall be construed in accordance with applicable law and guidance as discussed in Article XV below. Nothing herein shall be construed so as to change, modify or amend such applicable law and guidance.

## **ARTICLE I BOARD MANDATES, PURPOSES AND COMMITMENTS**

The Board is mandated by the City Charter to review and consider all matters within its power and authority pertaining to the general welfare of the district, including zoning matters, land-use, delivery of city services, preparation of expense and capital budgets, and not excluding matters deemed significant by the Board within its authority as set forth under Chapter 70, Section 2800 and other relevant sections of the New York City Revised Charter of 1979.

The Board shall make recommendations to the President of the Borough of Queens ("Queens Borough President") and all applicable Federal, New York State and New York City governmental bodies, agencies or entities thereof to which such recommendations are relevant.

The Board is committed to fostering, cultivating and preserving a culture of diversity and inclusion within our community, including, among others, commitment to respect all individuals and their different cultures, values and norms.

The Board is further committed to not discriminate on the basis of race, color, physical or mental ability, disability, faith, religion, ancestry, national origin, citizenship, ethnicity, sex, age, familial or marital status, sexual orientation, gender identity or expression, genetic information, socio-economic status, profession or employment status, veteran status, or any legally protected status.

**ARTICLE II  
NAME**

The Board's name shall be known as "Community Board No. 1, Borough of Queens."

**ARTICLE III  
AREAS SERVED**

This Board shall serve the community within the areas as designated by the New York City Planning Commission, and adopted by the New York City Board of Estimate by January 1, 1977 and subject to review and revision as provided in Chapter 69 of the City Charter. The areas served by this Board shall include such other areas as may be designated by the New York City Planning Commission and hereafter adopted in accordance with the rules and regulations of the City of New York.

**ARTICLE IV  
BOARD MEMBERSHIP, OBLIGATIONS AND PRIVILEGES**

1. Membership on the Board shall be determined as provided in the City Charter. Each member of the Board ("Board Member") shall have the obligations and privileges set forth in the City Charter and these Bylaws.
2. All Board Members shall serve on the Board in their capacity as private citizens only. Their actions shall not be instructed or influenced by, or responsible to, any other organization with which they may be affiliated. Any Board Member participating in the Board's consideration of a matter who has a conflict of interest with respect to such matter, whether involving a member's residence, property, business, employment or otherwise (where a conflict of interest is defined within the framework of the rulings of the New York City Conflicts of Interest Board), shall state the nature of the conflict in speaking to the issue and shall abstain from voting on such matter and such conflict and abstention shall be so recorded.
3. If the Board through its voting process adopts a recommendation, act, decision, determination, resolution or similar, then any cover letters and supporting documents distributed under authority of these Bylaws (or at the discretion of the Board's Chairperson) by a Board Member, Board Officer, Committee Chairperson, Public Member of a Committee, the District Manager, or District Office Staff Member (as defined below) to non-Board Members, including, but not limited to, elected officials, public agencies, the media, community groups, the public, etc., may not alter such Board's recommendation, act, decision, determination, resolution or similar.

4. Any Board Member appearing before a governmental body or private body or otherwise making a public statement which conflicts in any respect any recommendation, act, decision, determination, resolution or similar adopted by the Board, such Board Member shall affirmatively state that such person is not speaking on behalf of the Board when making such statement. Except for quoting the exact language of a Board resolution, no Board Member shall publicly represent the Board's position unless duly authorized to do so by the Board's Chairperson or the Board.
5. The terms "Chairperson," "First Vice Chairperson," "Second Vice Chairperson," and "Third Vice Chairperson," without reference to a committee, are used in these Bylaws to describe the presiding officer of the Board and applicable Board Officers as defined below. Any chair or vice chair of a committee or subcommittee (e.g., Executive Committee, Special Committee, Standing Committee, etc.) shall be known as the applicable named Committee Chairperson or Committee Vice Chairperson. The other Board Members shall use no title other than "member of the Community Board," "Community Board Member" or "Board Member" except in accordance with Article V Section 2.
6. With the exception of the Board's Chairperson and Board Members specifically authorized to represent the Board by the Board's Chairperson, Board Members and Public Members of Committees are not authorized to carry business cards, or use stationery or electronic signatures (including, but not limited to email, facsimile, written, verbal/oral, or similar communications), that identify them as Board Members.
7. In communications of any kind related to Board business, Board Members and Public Members shall avoid using identifying information that might suggest a potential conflict of interest with any of the rules of the New York City Conflicts of Interest Board or applicable New York State conflict of interest rules.

## **ARTICLE V BOARD OFFICERS**

1. The elected officers of the Board (each a "Board Officer") shall be the following:
  - a. Chairperson
  - b. First Vice Chairperson
  - c. Second Vice Chairperson
  - d. Third Vice Chairperson
  - e. Executive Secretary
  - f. Sergeant-at-Arms

The above officers shall comprise the Executive Committee.

2. A Board Member who is elected or appointed to an official Board Officer position, including but not limited to the Board Officers enumerated in Article V, section 1 above, or chairperson of a committee or a subcommittee, shall be allowed to use such Board Officer title only when acting in such capacity.
3. At the Chairperson's discretion or majority vote of the Board, other Board Officer positions may be established if deemed necessary and proper to assist the Board in carrying out its duties.

## **ARTICLE VI NOMINATIONS AND ELECTIONS OF BOARD OFFICERS**

1. Board Officers shall be elected at the first duly constituted full Board meeting in January of each calendar year and such elections shall be open to the public.
2. Any vote for a Board Officer position shall be taken by written ballot, roll call, or electronic means (such vote is not confidential, open to anyone for review, and shall be made readily available upon request from the public) from each Board Member present at the applicable regular monthly full Board meeting.
3. A nomination for a Board Officer shall be one day prior to the date of the election at the regular, monthly full Board meeting in writing by mail or electronically by e-mail; however, a nomination may also be made from the floor by any Board Member at said meeting.
4. Every Board Member attending said meeting in person, or remotely in the event of a remote meeting, shall be entitled to one (1) vote, for each Board Officer position.
5. The Board shall record each Board Member's vote for a Board Officer position and the District Manager shall make the Board's voting record available to the public (as permitted by the OML) by maintaining a record of the written vote (separate from the minutes) that is available to the public upon request to the District Manager.
6. The candidate for a Board Officer position who receives a majority of the votes cast at the duly constituted, full Board meeting shall be deemed elected to such office.
  - a. In the event that no candidate shall receive a majority, then a second vote shall be had upon which the members of the Board in attendance shall consider only the two candidates having the highest number of votes on the last preceding vote for an office.
  - b. Further votes shall be taken until one candidate shall have received a majority of the votes of Board Members of the Board present and entitled to vote during the presence of the quorum.

- c. To the extent such further voting for a Board Office position results in a tie vote, then the Board shall reconvene such voting for the remaining candidates at the next scheduled full Board meeting and voting shall continue for such remaining candidates until a winning candidate is selected by a majority of the votes of Board Members of the Board present and entitled to vote during the presence of the quorum.
7. If at any time a Board Officer position becomes vacant after the January full Board meeting or if deemed necessary by the Board's Chairperson (or a majority vote of the Board) to ensure the efficient functioning of the Board, a special election shall be held to fill the vacant Board Officer position at the next regularly scheduled, full Board meeting in the presence of a quorum by taking nominations from the floor followed immediately by voting using the procedures set forth above.

## **ARTICLE VII TERMS OF BOARD OFFICERS**

1. The term limits noted in this Article VII are effective on or after January 1, 2018.
2. Each Board Officer elected to such position at the full Board meeting in January of the calendar year shall serve a two-year term beginning from January 1 following such Board Officer's election and ending on December 31 of the second calendar year.
3. No Board Officer (including, not limited to, the Board's Chairperson) shall serve as such for more than three (3) consecutive two-year terms.
  - a. Any person who has served as Board Chairperson for three (3) consecutive two-year terms shall not be eligible to serve as a Standing Committee Chairperson for one year after such person's final term as the Board's Chairperson.
  - b. Any Board Member who has served as the Board's Chairperson for at least one (1) full two-year term shall serve on the Executive Committee as an ex-officio member, with the right to vote, for the first year following such person's last term as the Board's Chairperson.
4. The first two-year term of any three (3) consecutive two-year terms noted in Article VII shall be deemed to commence on January of the calendar year even if such first two-year term began during a month later in such calendar year.

**ARTICLE VIII  
DUTIES OF BOARD OFFICERS**

Each Board Officer shall perform the following duties as are incident to the applicable office in accordance with generally accepted rules of parliamentary procedure:

- 1. Duties of the Board's Chairperson**
  - a.** To serve as the Chief Officer of the Board, to administer its affairs, to preside over Board meetings, and to perform such other duties as the Board may deem necessary.
  - b.** To perform all duties prescribed in the City Charter and any other applicable law.
  - c.** To preside at all regular and special meetings of the Board and the Executive Committee.
  - d.** To waive a public hearing after obtaining permission from a quorum of a majority of the appointed Board Members.
  - e.** To call a special meeting when deemed necessary or upon the written request of at least five (5) Board Members within a reasonable amount of time. If such meeting is called, a ten (10) day notice shall be given to the Board Members and the Queens Borough President.
  - f.** At the Board's Chairperson's discretion, invite a person to speak to the Board if the Chairperson deems it necessary to the proper operation of the Board.
  - g.** To prepare an agenda for the Board meeting with sufficient time allotted for distribution at least ten (10) calendar days prior to the meeting or as otherwise proscribed by law(s) or regulation(s).
  - h.** To send a notice of the time, place and subject of a public hearing for all actions, for publication in the New York City Record or other required method of publication permissible under applicable laws and guidance, to be distributed no less than fifteen (15) calendar days prior to the date of the hearing.
  - i.** To receive calendars and notices of meetings of all city agencies required to refer matters to the Board pursuant to the City Charter and to inform the Board Members of such calendars and notices.

- j.** To keep the Executive Committee and/or the Board informed of all information, orders, directives and other matters coming to the attention of the Board's Chairperson in such person's capacity as the Board's Chairperson.
- k.** To attend any meetings required by the Mayor and the Queens Borough President pursuant to the City Charter, or designate a representative or representatives to attend, and to attend all other meetings as may be required to fulfill the obligations of the Board's Chairperson.
- l.** As may be necessary, to prepare and deliver a Board's Chairperson report at each full Board meeting.
- m.** To implement and represent all decisions of the Board, to authenticate all acts, orders and proceedings of the Board including the countersigning of all letters of whatever nature sent on behalf of the Board, and act as the sole spokesperson for the Board, unless the Board's Chairperson or the Board has otherwise explicitly authorized another Board Member, Public Member, District Manager or District Office Staff Member to act or communicate on behalf of the Board in advance.
- n.** To organize and reorganize all Standing Committees and such Special Committees of the Board as may be deemed necessary and to serve as an ex-officio member of each such committee. Such committees shall serve at the pleasure of the Board's Chairperson.
- o.** To appoint, suspend or remove chairpersons and vice chairpersons of the Standing Committees, Special Committees and any subcommittees.
  - i.** Note the Board's Chairperson may not appoint a Board Member to be the Chairperson of more than one Standing Committee. In addition, a Board Member who is appointed as a Chairperson of one Standing Committee cannot serve as a Vice Chairperson (or in a similar capacity) of another Standing Committee.
- p.** In consultation with Chairpersons of the Standing Committees and any Special Committees, to appoint Board Members to committees of the Board. In making appointments to the Standing Committees, the Board's Chairperson shall give consideration to the preferences of Board Members, who may be asked to express such preferences in writing, subject to the needs of each committee and the Board.

- q.** To appoint and reappoint, after giving consideration to the needs of each Standing Committee in consultation with the Standing Committee Chairperson, members of the public (who are not Board Members) as public members (the "Public Member") to a Standing Committee. Public Members may be appointed for one-year terms. The number of Public Members on a committee may not exceed one quarter (1/4) of the total membership of such committee. A Public Member shall serve at the pleasure of the Board's Chairperson.
- r.** To review and approve the draft minutes of full Board meetings prior to distribution for approval by the full Board.
- s.** To supervise the District Manager.
- t.** In the event the District Manager position becomes vacant, the Board's Chairperson shall form a search committee to fill such vacant position within fourteen (14) days and communicate the same in writing to the Board Members.
- u.** To decide all questions of order and to interpret and enforce Robert's Rules of Order as the parliamentary rules of the Board except as otherwise provided by the Bylaws or any resolution of the Board. The Board's Chairperson may appoint a Board Member as Parliamentarian to advise on such matters.
- v.** To maintain and turn over all pertinent records to the Board Chairperson's successor upon such successor's request. (This requirement applies to all Board Officers).

## **2. Duties of the First Vice Chairperson**

- a.** In the absence of the Board's Chairperson, to have all the powers and functions of the Board's Chairperson, including, but not limited to, presiding over the regular monthly, full Board meetings in the absence of the Board's Chairperson at such meeting(s).
- b.** To assist the Board's Chairperson as necessary.
- c.** If the Board's Chairperson is unable to serve as Chairperson at anytime prior to the expiration of such person's term, to assume the position of Board's Chairperson until an election to be held at the next regular monthly, full Board meeting.



**3. Duties of the Second Vice Chairperson**

- a.** In the absence of the Board's Chairperson and the First Vice Chairperson, to have all the powers and functions of the Board's Chairperson, including, but not limited to, presiding over the regular monthly, full Board meetings in absence of the Board's Chairperson and First Vice Chairperson at such meeting.
- b.** To assist the Board's Chairperson and First Vice Chairperson as necessary.
- c.** If the First Vice Chairperson is unable to serve as First Vice Chairperson at anytime prior to the expiration of such person's term, to assume the position of First Vice Chairperson until an election to be held at the next regular monthly, full Board meeting.

**4. Duties of the Third Vice Chairperson**

- a.** In the absence of the Board's Chairperson, the First Vice Chairperson and Second Vice Chairperson, to have all the powers and functions of the Board's Chairperson, including, but not limited to, presiding over the regular monthly, full Board meetings in absence of the Board's Chairperson, First Vice Chairperson and Second Vice Chairperson at such meeting(s).
- b.** To assist the Board's Chairperson, First Vice Chairperson and/or Second Vice Chairperson as necessary.
- c.** If the Second Vice Chairperson is unable to serve as First Vice Chairperson at anytime prior to the expiration of such person's term, to assume the position of Second Vice Chairperson until an election to be held at the next regular monthly, full Board meeting.

**5. Duties of the Executive Secretary**

- a.** To record attendance of Board Members at each regular monthly, full Board meeting, and such other special meetings as may be deemed necessary by the Chairperson.
- b.** To maintain accurate records of each Board Members vote.



**ARTICLE IX  
BOARD MEETINGS AND HEARINGS**

**1. Definitions**

- a.** "Meeting" shall mean any regular or special official gathering of board members, executive session, whether public or closed, any public hearing or committee of the whole of the Board.
- b.** "Executive Session" shall mean a session of the Board other than a public hearing or meeting of a committee of the whole.
- c.** "Public Hearing" shall mean any meeting of the Board at which public comment is taken with respect to specified subjects either when required by law or when held at the discretion of the Board.
- d.** "Majority" means the following for voting:
  - i.** At least one (1) more than half of the appointed Board Members present and entitled to vote at a full Board meeting; or
  - ii.** At least one (1) more than half of the Board Members who are members of a Standing Committee or the Executive Committee and present (and entitled to vote) at any such committee meeting(s).

**2. Regular Monthly, Full Board Meetings and Executive Sessions**

- a.** There shall be at least one regular monthly, full meeting of the Board each month, except for the months of July and August, at such time and place as shall be designated by the Board's Chairperson in the notice of the meeting sent to the Board Members no less than seven (7) days prior to such meeting.
- b.** At the discretion of the Board's Chairperson, a special meeting or meeting of the full Board may be called in the months of July and August, as deemed necessary.
- c.** An Executive Session or meeting closed to the public may be called by a majority vote of the appointed Board Members provided that no final action shall be taken at such Executive Session.
- d.** Whenever any act is authorized or any determination or decision is made by the Board at a meeting, the act, determination or decision of the majority of the Board Members present and entitled to vote during the presence of a quorum (as defined below), shall be held to be the act, determination or decision of the Board at all meetings.

- e. All regular meetings and Executive Sessions of the Board shall be in accordance with the requirements of the New York State Open Meetings Law.

### **3. Special and Emergency Meetings**

- a. A special meeting shall be a meeting other than the regular monthly, full Board meeting and may be called by the Board's Chairperson or, if the Board's Chairperson shall fail to do so, by a Vice Chairperson (that is, First, Second or Third Vice Chairperson), the entire Executive Committee, or, upon a resolution adopted by the Board, by majority vote, or upon written request of no less than one-third (1/3) of the Board Members.
- b. Written notice of a special meeting shall be sent at least five (5) days in advance, with a specification of the purpose of the meeting and delineation of the agenda of such meeting.
- c. An emergency meeting shall be a meeting in the manner of a special meeting but in circumstances where time is of the essence and decisions are required immediately. Where the five (5) days' notice cannot be given, notice for an emergency meeting shall be made by e-mail, telephone, or other similar means of communication, sent no less than least thirty-six (36) hours prior to the meeting.
- d. Except with respect to the notice requirements set forth above in section 3 of Article IX, special and emergency meetings shall be governed by the same procedures as a regular Board meeting.

### **4. Public Hearings**

- a. Public Hearings shall be in accordance with the requirements of the OML and, where applicable, ULURP.
- b. At the conclusion of any Public Hearing or, if appropriate and decided by the Board, at the next Board meeting, the Board shall review and discuss the matter(s) discussed at the Public Hearing and vote thereon as necessary.
- c. The adoption of a recommendation at a Public Hearing shall be by a public vote by a majority of the appointed members of the Board at a duly called meeting at which a quorum is present.

- d. The written recommendation of the Board shall be submitted to the New York City Planning Commission, the Queens Borough President, and Borough Board in accordance with the City Charter and, where applicable, ULURP (Article IV, Section 4.064).
- e. Public Hearings shall be conducted at the discretion of the Board's Chairperson in compliance with the City Charter.

**5. Procedures for the Board's Agenda**

- a. The agenda for meetings of the Board shall be prepared by the District Manager (with the assistance of the District Office Staff Member(s)), approved by the Board's Chairperson, and forwarded to the appropriate agencies, elected officials, civic associations, local press, and each Board Member, no later than five (5) days prior to the date of the meeting.
- b. A Board Member that wishes to have an item placed on the agenda and considered by the Board, shall request the Board's Chairperson to place the item on the agenda. The Board's Chairperson, in such person's sole discretion, shall place the item on the agenda for consideration. Refusal to place an item on the agenda may be appealed to the Executive Committee as a motion to add an item to the agenda and, if approved by a majority vote by the Executive Committee shall be added to the agenda.
- c. Unless a motion is made to amend the agenda is made at the meeting of the Board, the agenda as prepared and forwarded pursuant to section 1 of this Article IX shall be deemed adopted without the need for a vote thereon.

**6. Content of the Agenda for a Board Meeting**

The agenda for a Board meeting shall include the following:

- a. **General Information**
  - i. The agenda shall include the location, date and time of the Board meeting, the District Office's contact information, the list of Board Officers and Board Members, list of Standing Committees and respective Chairpersons for such Standing Committees, the physical boundaries within the jurisdiction of the Board, and the date of the next scheduled Board meeting.

**b. Public Hearing Item(s)**

- i.** The agenda shall list public hearing items for presentation to the Board. Note that public hearing items shall be subject to such quorum requirements as are established by applicable law or regulations, the Bylaws or as the Board may otherwise establish.
- ii.** Among others, any ULURP or Board of Standards and Appeals (“BSA”) proceeding(s) before the Board are considered public hearing items.

**c. Public Session**

- i.** There shall be a public session at each regularly monthly, full Board meeting during which any member of the public shall be afforded an opportunity to address the Board regarding any matter that such member of the public believes to be of general or common interest to the community and the Board.
- ii.** Each such public speaker shall be limited to no more than two (2) minutes, provided however, such time may be extended at the discretion of the Board’s Chairperson or by majority vote of the full Board.
- iii.** Reports of elected officials (and/or their representatives) and other public officials (and/or their representatives) shall also be made during the public session. The time limit for an elected or public official or such person’s representative(s) shall be at the discretion of the Board’s Chairperson.
- iv.** If an elected or public official arrives after the close of the public session, the Board may, at the discretion of the Board’s Chairperson, revert to the public session for such public official’s presentation and response.
- v.** A Board Member or a Public Member of a Standing Committee shall not be recognized as a speaker in a public session on any issue that is on the agenda for the business session (as noted below).

**d. Business Session**

- i.** The business session, embracing all other items on the agenda requiring the attention of the Board, shall be that portion of the Board meeting where only Board Members and Public Members of Standing Committees may speak, and only Board Members may vote, as a matter of right.
- ii.** Members of the public are invited to be present, and may speak at the discretion of the Board's Chairperson.
- iii.** The business session shall include the following:
  - 1.** Adoption of the minutes of the immediate preceding regular monthly, full Board meeting;
  - 2.** If necessary, the Board's Chairperson Report (together with other pertinent items, including an outline of all significant communications with public officials, governmental agencies, or any other source relating to the Board's work);
  - 3.** District Manager's Report;
  - 4.** Standing Committee Reports;
    - a.** In the interest of transparency to the public, and to the extent possible, a Standing Committee Chairperson shall use reasonable efforts work with the District Manager and the Board's Chairperson in including in said agenda a brief description of any recommendation, act, decision, determination, resolution or similar adopted by said Standing Committee for the Board's consideration and for purposes of informing the public.
  - 5.** Old Business (including unfinished items from previous Board meetings);
  - 6.** New Business (including matters added to the agenda to be addressed at the meeting along with any other business that may properly come before the Board); and
  - 7.** Adjournment of the Board meeting (by motion of a Board Member and approved by majority vote of the Board).

## **7. Voting at Board Meetings**

- a.** In order for any vote to be conducted at a Board meeting, a motion shall be initiated by a Board Member, such motion must be seconded by another Board Member, and after which the Board's Chairperson may initiate a Board vote.
- b.** Any vote on a procedural matter at a Board meeting shall be done by a roll call vote (by a show of hands) of the Board Members and requires a majority of the Board Members present to approve the procedural matter.
- c.** Any vote required for BSA, ULURP or similar law or regulation, or any vote to make any Board recommendation, act, decision, determination or similar, shall be done by a majority of the Board Members present to approve said matter(s).
- d.** Total votes both for, against, and abstentions on any vote shall be made publicly available upon request through the Board's District Office.
- e.** Each vote taken at a Board meeting shall be made in person only. No proxy voting shall be permitted. (The Board cannot undertake any meeting or vote by email, telephone conference, or other similar means (e.g., no summer voting by email is permissible)).
- f.** A Board Member that is otherwise eligible to vote on a matter before the Board or a Board committee, and who casts a vote at a time when quorum and all other legal requirements are satisfied, shall have such vote recorded even if such member is late to, or departs early from, the Board or committee meeting at which such vote is cast.
- g.** All Board meetings and all committee meetings shall be open to the public except under the limited circumstances when an executive session is called to deal with matters as permitted under the OML.



## **8. Quorum**

- a. Regular Monthly and Special Meetings of the Board: a simple majority, of at least one more than half of the appointed Board Members, shall constitute a quorum for a regularly monthly or special meeting of the Board.**
  - i. Note if quorum exists at the beginning of a Board's regular monthly or special meeting and, prior to taking the applicable vote for an act, determination, recommendation or decision of the Board, such quorum no longer exists (for example, due to Board Members leaving such meeting), then (a) quorum shall no longer exist for the Board to undertake any act, determination, recommendation or decision and (b) any attempt to act (with such absence of quorum) shall be null and void.**
  - ii. Note that the City Charter states that any act, determination or decision made by the Board shall be made by the majority of the Board Members present and entitled to vote during the presence of a quorum (See City Charter, Section 2801-b).**
- b. Public Hearings of the Board: a quorum for a public hearing (including a ULURP public hearing) of the Board shall consist of twenty percent (20%) of the appointed Board Members, but in no such circumstance where fewer than seven (7) such Board Members are present.**
  - i. Note under a ULURP public hearing, the adoption of a Board recommendation, or the waiver of a public hearing and recommendation by the Board, requires a quorum of a majority of all appointed Board Members.**
- c. Executive Committee Meetings: a quorum for an Executive Committee meeting shall be a simple majority of at least one more than half of the Board Officers of the Executive Committee eligible to vote.**
- d. Standing Committee Meetings: a quorum for a Standing Committee meeting shall be a simple majority of at least one more than half of the Board Members and Public Members of a Standing Committee eligible to vote.**
  - i. If quorum does not exist at a Standing Committee meeting, such Standing Committee may undertake any fact finding inquiries and postpone voting until a regular monthly or special meeting to meet with Board Members (and, if applicable, Public Members) of the Standing Committee during a breakout session of the Board.**

- e. To the extent there is an absence of quorum for any hearing or meeting under section 8 of this Article IX, an appointed Board Member (or the Board's Chairperson, Board Officer, or Committee Chairperson) shall make a point of order noting the absence of quorum for the applicable hearing or meeting.
  - i. Every regular monthly, special, Executive Committee, or Standing Committee hearing or meeting of the Board shall record the individual Board Members and, if applicable, Public Members, present at such hearing or meeting.
  - ii. To the extent neither such a point of order nor such a recording in the minutes are taken, then quorum shall be deemed to have occurred.

**9. Attendance and Excused Absences**

- a. A Board Member shall attend every full Board meeting.
- b. A Board Member shall be excused from a full Board meeting if such Board Member prior to such meeting provides notice to the Board's Chairperson or District Manager due to one of the following reasons:
  - i. military service;
  - ii. jury duty;
  - iii. personal illness;
  - iv. illness or death in the immediate family;
  - v. attending to board business at the request of the Board's Chairperson;
  - vi. significant personal work or family commitment; or
  - vii. any other reason deemed a legitimate reason by the Board's Chairperson (or deemed a legitimate reason by any other person acting on behalf, at the direction, or in such similar capacity of the Board's Chairperson).
- c. The Board's Chairperson (or any other person acting on behalf of, at the direction of, or in such similar capacity, of the Board's Chairperson) shall exercise discretion in notifying the Queens Borough President, in writing, of any Board Member who has missed multiple, consecutive unexcused meetings (as deemed excessive by the Chairperson or deemed excessive by any other person acting on behalf, at the direction, or in such similar capacity of the Board's Chairperson), where such unexcused absences shall be taken into consideration by the Queens Borough President in determining whether to reappoint the Board Member.

**ARTICLE X  
COMMITTEES OF THE COMMUNITY BOARD**

**1. Executive Committee**

- a.** There shall be an Executive Committee chaired by the Board's Chairperson of the Board, and shall consist of the elected Board Officers of the Board.
- b.** The Executive Committee shall coordinate the activities of the Board and assist the Board's Chairperson in the performance of such person's duties.

**2. Standing Committees**

Standing Committees of the Board are those committees which are more or less permanent and which are expected to continue from year to year. Special (ad-hoc) committees of the Board are those committees established for a specific purpose or project and are expected to continue only until such purpose or project has been satisfied and completed.

The Board shall have the following Standing Committees:

- a.** Access and Disability
- b.** Airport
- c.** Capital/Expense and Budget/Planning
- d.** Community and Economic Development
- e.** Consumer Affairs
- f.** Education/Library
- g.** Environmental Protection
- h.** Health/Senior Service
- i.** Housing
- j.** Land Use and Zoning
- k.** Legal, Legislative and Parliamentary
- l.** Office Staff
- m.** Parks/Recreation and Cultural Services
- n.** Public Safety
- o.** Street Festivals/Special Events
- p.** Transportation
- q.** Veterans
- r.** Youth Services

**3. Reports of Committees**

- a. Each Standing Committee Chairperson (or, if unavailable, Vice Chairperson) shall submit a report to the Board at each regular meeting of the Board, or as may be requested by the Board's Chairperson, however, any Standing Committee may, on its own initiative, make such reports and recommendations to the Board at any meetings, or to the Executive Committee or Board's Chairperson.**
- b. All such reports and recommendations shall concern subjects within the Standing Committee's area of responsibility or matters assigned to it by the Board's Chairperson or by the Board.**

**4. Duties of Standing Committees**

- a. Each Standing Committee shall familiarize itself with programs, plans, and problems relative to its particular field of the Board's mandated functions.**

**5. Membership and Chairperson/Vice Chairperson of Standing Committees**

- a. The Board's Chairperson shall appoint, reappoint and reassign Board Members to annual terms of membership on the Standing Committees.**
- b. The Board's Chairperson shall appoint a Chairperson (and/or Co-Chairperson and/or a Vice Chairperson) to each Standing Committee; such person(s) shall be Board Member(s).**
- c. The Board's Chairperson shall have the authority to create and dissolve ad-hoc committees as needed to further the purposes of the Board.**
- d. In consultation with the Chairperson of each Standing Committee regarding such committee's membership, the Board's Chairperson shall ensure each Standing Committee consists of a minimum of three Board Members.**
- e. Each Board Member is expected to participate actively and in good faith on at least one Standing Committee unless the Board Member is specifically exempted by the Board's Chairperson for reasons of additional Board duties or hardship to the Board Member.**

- 6. Non-Board (Public) Members as Committee Members**
  - a.** The Board may include on Standing Committees such person(s) with a residence and significant interest in the community (the "Public Member") who are not Board Members, but each Standing Committee shall have a Board Member as its Chairperson. However, the number of Public Members on a Standing Committee may not exceed one quarter (1/4) of the total membership of such committee.
  - b.** Public Members shall have the right to vote at meetings of the Standing Committee to which they have been appointed and to participate in the work and deliberations of such committees.
  - c.** Public Members shall serve on a Standing Committee for a one-year term and may be reappointed for one or more additional terms at the discretion of the Board's Chairperson.
  - d.** A Public Member may become a Standing Committee Member by appointment by the Board's Chairperson after making an application to the Board's Chairperson in the form prescribed by the District Manager (in consultation with the Board's Chairperson).
- 7.** A person appointed to a Standing Committee pursuant to this section may be removed (with or without cause) from the Standing Committee at the discretion of the Board's Chairperson.
- 8.** Each Standing Committee shall have as many meetings as the Board's Chairperson and/or Standing Committee Chairperson deems necessary.
  - a.** To the extent possible, the Standing Committee Chairperson and/or District Manager shall provide sufficient notice of any Standing Committee meeting to other Standing Committee members, and such notice shall include pertinent information such as whether such meeting is an informational meeting only (that is, quorum is not required), or whether possibly a recommendation, decision, determination or similar act shall be taken at such meeting (that is, quorum is required).
  - b.** In the interest of transparency, a Standing Committee Chairperson shall use reasonable efforts to disclose all communications related to the Standing Committee to the applicable members of said Standing Committee, and such Standing Committee Chairperson shall disclose to such members any external communications (that is, outside of the Board) to such members (unless such disclosure is not permissible due to applicable public safety concerns).

9. Each Standing Committee shall keep attendance records of all persons present at a committee meeting.
10. In July and August, and only when action must be taken and a regularly monthly, full Board meeting shall not convene, any committee (including the Executive Committee and Standing Committee) may, after consultation with the Board's Chairperson, approve a resolution of the committee and communicate such a resolution to an external entity provided that, in such communication, the committee shall explicitly state that its position is (a) being communicated for informational purposes only, and (b) is not a recommendation or act of the Board, (c) has not received the approval of the Board, and (d) is not binding upon the Board.
11. Special Advance Voting of a Standing Committee
  - a. Notwithstanding any of the foregoing, to the extent a Standing Committee has a matter for which consideration is required by an applicable state or local law, and such matter must be reviewed and voted upon prior to the next regular monthly, full Board meeting where if such vote is not undertaken prior to such meeting, then the Board cannot vote on the matter due to the risk of such vote being outside of the period of review by the applicable statutory or regulatory framework (including, but not limited to, 30-day advanced notices provided to the Board's Consumer Affairs Committee regarding consideration of local establishment's liquor license applications to the New York State Liquor Authority), then the Standing Committee's vote on any recommendation, act, decision, determination or similar regarding that matter shall be deemed to be conclusive on the matter and adopted by the Board unless, after applicable noticing, such recommendation, act, decision, determination or similar regarding that matter is disapproved by the majority of the Board Members.
  - b. Any such vote by a Standing Committee shall be reported to the full Board at its next monthly meeting explaining the matter and the applicable state or local statutory or regulatory framework requiring such advanced vote prior to such full Board meeting.

**ARTICLE XI  
TERMS OF COMMITTEE MEMBERS**

1. The term limits noted in this Article XI are effective on or after January 1, 2018.
2. A Board Officer on the Executive Committee shall remain on such committee until the expiration of the term of the Board Officer as prescribed by Article VII , a vacancy occurs under Article XII, or such Board Officer is removed under Article XIII.

3. A Standing Committee Chairperson shall serve only during the term or terms of appointment by the Board's Chairperson. To the extent the Board's Chairperson vacates such position prior to the full term, such Standing Committee Chairperson shall serve only during the term or terms of the interim or newly elected Board Chairperson appointing or reappointing such Standing Committee Chairperson.
  - a. A Standing Committee Chairperson may be reappointed by the Board's Chairperson provided that no Board Member may serve as a Standing Committee Chairperson for more than three (3) consecutive two-year terms.
  - b. For this purpose, service as a Standing Committee Chairperson shall be aggregated. If applicable, these three (3) consecutive two-year terms shall not include terms held prior to the effective date of these Bylaws.
  - c. Any person who has served as a Standing Committee Chairperson for three (3) consecutive two-year terms shall again be eligible to serve as a Standing Committee Chairperson only after at least one year of non-service.
4. The first two-year term of any three (3) consecutive two-year terms noted in Article VII shall be deemed to commence on January of the calendar year even if such first two-year term began during a month later in such calendar year.
5. The term of appointment for a Board Member or Public Member on a Standing Committee (that is not a Standing Committee Chairperson or Vice Chairperson) shall be one year (except in the case of a vacancy noted in Article XII or removal under Article XIII). The term of appointment shall be deemed to commence on January of the applicable year and end on the date of the first regular monthly, full Board meeting in January of the following year.

## **ARTICLE XII VACANCIES**

1. In the event of the death, discharge, or inability of a Board Officer to execute such person's applicable duties, a new election shall be held to fill the vacancy at the next regular meeting after such position is deemed vacant. The person elected to fill the vacancy shall serve for the remainder of the unexpired term.
2. The inability of a Board Officer to continue discharging the duties of the office shall be determined by either written resignation from said Board Officer to the District Manager or by action of the Board.

3. All other vacancies of Board Members shall be filled by the Queens Borough President in the same manner as regular appointments for the remainder of the unexpired term.

### **ARTICLE XIII REMOVAL PROCEDURES**

#### **1. Removal of Board Officers**

Any Board Officer may be removed from office for cause in the following manner:

- a. A motion to institute removal proceedings for cause can be made at any monthly meeting of the Board. Approval of such motion shall be made by two-thirds (2/3) majority vote of the entire appointed Board Members present during a regular monthly full Board meeting.
- b. If the motion is approved, the presiding Board Officer who shall be the highest-ranking Board Officer (not the subject of removal proceedings), shall designate a three (3) member committee to investigate allegations and report at the next meeting.
- c. This committee shall be comprised of: one (1) member chosen by the presiding Board Officer, a second member selected by the person who is the subject of the removal proceedings, and the third selected by both jointly.
- d. Upon report of said committee, three-quarters (3/4) vote of the entire Board Members is needed to approve the motion for removal.

#### **2. Removal of Board Members**

- a. Any appointed Board Member may be removed for cause, which shall include, but not be limited to, substantial nonattendance at Board hearings and meetings, Executive Committee meetings, and/or Standing Committee meetings over a period of one year.
- b. The procedure for the removal of a Board Member shall be the same as the procedure set forth in section 1 of this Article XIII for the removal of a Board Officer. However, the vote required for the removal of a Board Member shall be a majority vote of the Board pursuant to Section 2800 of the City Charter.
- c. Nothing herein shall be construed to restrict the powers of the Queens Borough President to appoint or remove Board Members from office (with or without cause).



- d. Removal of a Board Officer pursuant to Section 1 of this Article XIII shall constitute removal of that person from the Board unless specifically decided to the contrary by the Board.

**3. Removal of Public Members**

- a. Any Public Member of the Board may be removed (with or without cause) at the discretion of the Board's Chairperson.

**ARTICLE XIV  
PAID EMPLOYEES**

**1. Hiring of District Manager and District Office Staff Members**

The City Charter requires each Board to appoint a paid District Manager, who serves at the pleasure of the Board. The Board may hire a paid secretary and/or district office aide/staff (the "District Office Staff Member"), and such other salaried staff as deemed necessary to serve the Board's functions. The District Manager shall be under the direct supervision of the Board's Chairperson.

The District Manager shall be hired pursuant to the following procedures:

- a. The Board's Chairperson shall appoint a Screening and Search Committee consisting of no less than 5 Board Members.
- b. The Screening and Search Committee shall establish criteria for the position, create a job description, advertise in the media, and shall review submitted resumes and interview applicants. The position shall be advertised in a minimum of three places to reach an adequate, diverse pool of applicants.
- c. The Screening and Search Committee shall, within a timely manner, report its recommendations to the full Board for filling the position.
- d. Based on the recommendation of the Screening and Search Committee, the Board, at its next regularly scheduled meeting, shall, by majority of members present and entitled to vote during the presence of a quorum, select the person to fill the position of District Manager.

**2. Removal of the District Manager**

- a. The District Manager can only be removed by a two-thirds (2/3) vote of the entire appointed Board Members.

### **3. Duties of District Manager**

- a. Selects, hires, supervises and terminates District Office Staff Members in consultation with, and approval of, the Board's Chairperson.**
- b. Presides at meetings of the District Service Cabinet (that is, composed of agencies providing municipal services on a decentralized basis), facilitates the coordination of the delivery of services at the district level, and reports to the Board on any issues concerning, and actions taken, at the District Cabinet meetings.**
- c. Establishes the agenda, represents the interests of the community and the Board in dealing with the managers or district supervisors representing their respective departments on community based complaints and problems of community residents.**
- d. Attends regularly monthly and special Board meetings and Executive Committee and Standing Committee meetings.**
- e. Attends and reports on such hearings, meetings and public functions as necessary for the effective and efficient functioning of the district office, including any such hearings, meetings and public functions which the Board's Chairperson/Executive Committee shall direct the District Manager or other District Office Staff member to attend.**
- f. Reports to the Board on the function of the district office in accordance with procedures and guidelines established by the Board's Chairperson, Executive Committee and the majority of the Board.**
- g. Compiles monthly Board minutes with the assistance of District Office Staff Members and presents the draft minutes to the Board's Chairperson and/or Executive Secretary for review prior to the minutes being submitted to the full Board for approval.**
- h. Discharges any and all duties, functions, and procedures elaborated by the Board in compliance with the City Charter and New York City regulations pertaining to community boards.**
- i. Participates in the formulation and development of Board policies and procedures. Executes these policies and procedures as necessary.**

- j. Processes complaints from district residents relating to services provided by municipal agencies within the district. Resolves processes complaints, including those of a recurring or significant nature to appropriate authority. Prepares written or verbal reports to the Board on complaints received.
- k. May be assigned by the Board to conduct investigations on needed services to initiate plans for providing such services, or to take other actions, as the Board's Chairperson or Board deems necessary. Directs District Office Staff Members in planning and research in this area, as necessary.
- l. Presents to the Board's Chairperson for review any projected budget and periodic financial-related reports regarding activities of the Board and the district office. Provides all written communications to the Board's Chairperson from any New York City governmental authority regarding the Board's budget or financial matters.
- m. Directs all incoming pertinent information promptly to the appropriate Standing Committee Chairperson and Board Chairperson, and copies the appropriate Standing Committee Chairperson/Board Chairperson on any external communications regarding the applicable Standing Committee.
- n. Performs all other lawful duties as are assigned by the Board's Chairperson.

## **ARTICLE XV CONSTRUCTION**

The Board may adopt additional rules which it deems necessary to its operation except where it conflicts with Federal law, New York State law (including, but not limited to, FOIL and OML), the City Charter, guidance thereunder, and these Bylaws.

If there be any conflict between any Federal law, New York State law, City Charter provision, or guidance under any of the foregoing, and these Bylaws, the applicable Federal law, New York State law, City Charter, other statutory law, or guidance thereunder shall govern.

In general, the following are the order of governing authority to consider in determining the construction of these Bylaws and any other Parliamentary Procedure:

1. Federal laws and guidance thereunder;
2. New York State laws and guidance thereunder;
3. City Charter and guidance thereunder;
4. Bylaws; and
5. Robert's Rules of Order.

**ARTICLE XVI  
SAVINGS CLAUSE**

In the event that any provision of these Bylaws is found to be invalid, the remaining provisions of these Bylaws shall remain valid and enforceable.

**ARTICLE XVII  
NOTICE METHODS TO BOARD MEMBERS**

E-mail shall serve as an appropriate method of sending notice to Board Members in accordance with the Bylaws and for any other purpose unless a Board Member expressly requests that the District Manager provide another form of communication (e.g., written communication).

**ARTICLE XVIII  
AMENDMENT TO THE BYLAWS**

These Bylaws may be amended only in accordance with the following:

1. A motion to amend these Bylaws shall be made at a regular monthly, full Board meeting;
2. The text of the proposed amendment shall be included in the written notice of the next Board meeting;
3. The motion shall be acted on at the regular monthly, full Board meeting immediately following the regular monthly, full Board meeting in which the motion was made, unless, in the event additional time is necessary to evaluate the amendment, in which case such additional time may be authorized by review and approval of a majority of the Board. (A motion to amend these Bylaws may not be adopted at the same regular monthly, full Board meeting.)
4. Ratification of an amendment of these Bylaws shall only be made by a two-thirds (2/3) vote of the Board Members present and voting at the next regular monthly, full Board meeting.

**ARTICLE XIX  
EFFECTIVE DATE OF BYLAW**

These Bylaws, as amended, shall be effective immediately upon passage by a majority vote, in the presence of a quorum, at a regularly monthly Board meeting.

Notwithstanding the effective date of these Bylaws, all Board Officers effected by changes to the foregoing Article(s) of these Bylaws at the time of adoption shall continue as a Board Officer through the completion of such person's term.