



ELIZABETH BRATON
Chairperson

COMMUNITY BOARD 10

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KARYN PETERSEN
District Manager

BY-LAWS OF COMMUNITY BOARD #10 QUEENS

ARTICLE I PURPOSE

The community board is mandated by the City Charter to review all matters pertaining to the general welfare of the district insofar as municipal government can respond with a suitable remedy.

This responsibility will include planning and development, the Expense and Capital Budgets, the delivery of city services and will not exclude any matter deemed significant by the community board.

The community board (CB) will make recommendations to the borough president and all city agencies to which such recommendations are relevant.

ARTICLE II NAME

The name of this board shall be Community Board No. 10, Borough of Queens.

ARTICLE III AREA SERVED

This board shall serve the community within the district as designated by the City Planning Commission and adopted by the Board of Estimate.

ARTICLE IV OFFICERS

The officers of the board shall be the following:

1. Chairperson
2. 1st Vice Chairperson
3. 2nd Vice Chairperson
4. Executive Secretary
5. Treasurer

ARTICLE V OFFICERS ELEGIBILITY

To be eligible for any office of the board a member must first have been appointed to the board by the President of the Borough of Queens.

ARTICLE VI NOMINATIONS AND ELECTIONS OF OFFICERS

1. Following the reading of the by-laws officers shall be elected by ballot at the first duly constituted meeting in April* of each year. Nominations shall be made from the floor by any member at said meeting and the office shall be voted upon.
2. The candidate who received the greatest number of votes cast for such office shall deem elected.
3. Every member of the board attending the meeting shall be entitled to (1) one vote, in person.

ARTICLE VII DUTIES OF OFFICERS

(A) THE CHAIRPERSON

1. Shall be Chief Executive of the board.
2. Shall preside at all regular and special meetings of the board.
3. Shall have the right to call a special executive session when deemed necessary or upon the written request of (5) five members of the board within a reasonable amount of time. If such a meeting is called a (10) ten day advance notice shall be given to the members of the board and the Borough President.
4. Shall have the authority to waive a public hearing after getting permission of a quorum or a majority of the appointed members of the board.
5. Shall have the authority to appoint all committees and their chairpersons. Such committees as appointed by the chairperson shall serve at the pleasure of the chairperson.
6. Shall have the power to decide all questions of law and procedures pursuant to the by-laws.
7. Shall have the right at his or her discretion, to invite a person to speak at an executive session if he or she deems it necessary to the proper operation of the community board.
8. Shall insure that among the duties of the District Manager it is the District Manager who selects, hires, supervises and terminates District Office Staff Members in conjunction with, and the approval of the Board's Chairperson.
9. Shall turn over all records to his or her successor.
10. Shall send an agenda to the borough president's office with sufficient time allotted for distribution (10) ten calendar days prior to the meeting.

11. 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 (10) ten calendar days prior to the date of hearing.
12. Shall meet on a regular basis with the chairpersons of all boards in Queens.
13. Shall serve in whatever capacity required or mandated by law.

(B) 1st VICE CHAIRPERSON

1. Shall have the same power, authority and duties as the chairperson in the absence of the chairperson.
2. Shall be ex-officio member of all committees appointed by the chairperson.

(C) 2ND VICE CHAIRPERSON

1. Shall have the same power, authority and duties as the chairperson and 1st vice chairperson in the absence of both.
2. Shall be ex-officio member of all committees appointed by the chairperson.

(D) THE EXECUTIVE SECRETARY

The duties of the executive secretary shall be to perform all duties, assigned by the chairperson of the board, not in conflict with those duties of the paid secretary.

(E) THE TREASURER

The duties of the treasurer shall be to prepare and submit internal budgets, monitor management of board funds and advise the board chairperson on fiscal matters.

ARTICLE VIII COMMITTEES

1. The chairperson shall appoint committees dealing with the following subjects:

Beautification; Parks; Recreation; Housing; Public Safety; Highways; Sewers and Transportation; Education; Cultural Services and Social Services; Environmental Protection; Industrial and Commercial Development; Variance and Zoning.
2. The chairperson may appoint such other committees as he or she deems necessary. He or she may include on such committees persons with a residence or significant interest in the community who are not members of the board but each such committee shall have a member of the board as its chairperson.
3. Each committee shall consist of a minimum of (3) three members.

4. The committee shall make such investigations as it may deem necessary and report its findings and recommendations, in writing, to the members of the board.
5. All committees shall serve for one (1) year at the pleasure of the chairperson.
6. It is incumbent upon each member to participate actively on at least three (3) committees.

ARTICLE IX RESPONSIBILITIES OF COMMUNITY BOARD MEMBERS

1. Shall attend all meetings, both executive and public, except that, if a member cannot in good faith attend, he or she shall so notify the chairperson or a person designated by the chairperson who is readily accessible to the board member. Failure by the board member to do so shall result in an unexcused absence. The chairperson shall notify the Borough President, in writing, of all members who have missed three (3) consecutive unexcused meetings.
2. Shall participate actively on at least three (3) committees.
3. Shall vote on all matters before the board except where there is a conflict of interest.
4. Shall not speak for the board unless duly authorized by the board or the chairperson to do so.
5. Shall vote in person, and not by proxy, on all matters that come before the board.

ARTICLE X QUORUM

1. Executive meetings and non ULURP public hearings

50% plus one (1) of the total appointed membership of the board shall constitute a quorum for the transaction of business at executive meetings of the board and non-ULURP public hearings. The quorum shall be entitled to vote upon any measure which may come before it.

2. ULURP Public Hearings

A quorum for a ULURP public hearing shall conform to the New York City Charter.

3. The minutes of a meeting at which a public hearing was held shall record the individual members present.

ARTICLE XI VACANCIES

1. In the event of the death, resignation, discharge, or the inability of any officer, a new election shall be held to fill each vacancy at the next regular meeting after such position becomes vacant.
2. Vacancies shall be filled by the Borough President for the remainder of the unexpired term of a board member in the same manner as regular appointments.

ARTICLE XII MEETINGS OF THE BOARD

1. The board shall meet at least once a month except during July and August which shall be at the discretion of the chairperson.
2. All such meetings shall be open to the public for observation only. In addition, such meetings shall be attended by duly appointed members of the board, the community board coordinator, a representative of the Department of City Planning and/or community board director, councilman or councilman-at-large. The board may close an executive session or meeting to the public by a $\frac{3}{4}$ vote of the appointed members present provided that no final action shall be taken at such meeting during any closed portion thereof.
3. No board member may invite any person to address the board without first having obtained consent from the chairperson of the board.
4. All votes of members shall be recorded and be a matter of public record, i.e. total for _____ total against _____ total abstentions _____.

ARTICLE XIII PUBLIC HEARINGS

1. Public hearings shall be held in accordance with article IV, Section 4.030 of the Uniform Land Use Review Procedure or the City Charter, as appropriate. Prior to the conclusion of any public hearing, or at the next meeting, the board shall review and discuss the agenda of the public hearing. The adoption of a recommendation pursuant to a public hearing shall be by public vote by a majority of the appointed members present during the presence of a quorum. A written recommendation shall be submitted promptly after adoption in accordance with Article IV, Sec. 4.06 of the uniform land use review procedure, when appropriate.
2. Members of the community board when are involved in public hearings, may not participate in public debate other than to ask questions when recognized by persons chairing the public hearing.

ARTICLE XIV AGENDA

1. An agenda for the meeting shall be prepared by the chairperson and immediately distributed to each board member, civic group, elected official, local press, etc., prior to the meeting.
2. Any board member desiring to have the board consider a subject shall advise the chairperson and said subject may be placed on the agenda.
3. The members of the board, by a majority vote of the members present, will decide what course of action will be taken on matters on the agenda. All votes shall be recorded and made a matter of public record.

ARTICLE XV REMOVAL OF OFFICERS AND MEMBERS

1. Any officer of the board may be removed from office by the board in the following manner:
 - (A) Motion made to institute removal proceedings can be made at any regular meeting of the board. Approval of such motion must be made by 2/3 majority of the entire appointed membership of the board.
 - (B) If the motion is approved, the presiding officer, who shall be the highest ranking officer (not the subject of removal proceedings), shall designate a three (3) member committee to investigate allegations and report at the next meeting. Members of this committee shall be one (1) member chosen by the presiding officer, the second member selected by the person who is the subject of the removal proceedings, and the third selected by both jointly. Members of the committee need not be members of the board.
 - (C) Upon report of said committee, which must include a minority report if appropriate, 3/4 of the entire appointed membership of the board must approve the action at a special meeting called for that purpose for the removal to be effected.
2. Any member of the board may be removed for cause. Unexcused absence by a member from three (3) board meetings during a twelve (12) month period shall be cause for removal.

ARTICLE XVI AMENDMENTS TO THE BY-LAWS

Motion to amend these by-laws may be duly made at any meeting of the board and upon approval by a quorum of the majority of the appointed members of the board, shall be considered effected.

ARTICLE XVII RULES OF ORDER

1. The board may adopt such rules and regulations as it deems necessary to its operation except where it conflicts with these by-laws or with the rules and regulations mandated under the New York City Charter as amended.
2. Roberts Rules of Order shall govern all matters pertaining to parliamentary procedure that are not covered by these by-laws and the New York City Charter.

As amended on October 3, 2019

N.B.: These by-laws are superseded by any statutory instruction, City Charter Amendment and/or any Corporation Council opinion relating to the conduct of community board operation.