The City of New York

Queens Community Board 11

Serving the Communities of Auburndale, Bayside, Douglaston, Hollis Hills
Little Neck and Oakland Gardens

Paul DiBenedetto Chairperson / **Joseph Marziliano** District Manager

BY-LAWS OF COMMUNITY BOARD NO. 11

BOROUGH OF QUEENS

ADOPTED SEPTEMBER 8, 2025

ARTICLE I NAME

The name of this Board shall be Community Board No. 11, Borough of Queens.

ARTICLE II PURPOSE

The purpose of the Community Board is to perform the duties and responsibilities required of a community board as set forth in the New York City Charter and any revisions or amendments thereto.

ARTICLE III AREA

This Board shall serve the community in the geographical area designated by the City Planning Commission or such City agency as hereafter may be designated by the City Charter.

ARTICLE IV CONDUCT OF THE BOARD

1. All Board meetings shall be conducted according to Robert's Rules of Order, current edition, except where they are inconsistent with these By-laws or the New York City Charter.

2. The By-laws of Queens Community Board 11 shall conform to all relevant provisions of federal, state, and city laws and rules including, but not limited to, Chapter 70, Section 2800 of the New York City Charter; New York State Public Officers Law (Chapter 47, Article 2 of New York State Law); New York State Freedom of Information Law (Chapter 47, Article 6); and New York State Open Meetings Law (Chapter 47 Article 7).

3. Nothing in these By-Laws shall be construed to contradict the New York City Charter or any law of the City of New York or any law of the State of New York or any federal law.

ARTICLE V MEMBERSHIP AND RESPONSIBILITIES

1. The Board shall consist of members appointed by the Borough President of Queens pursuant to the provisions of the New York City Charter.

2. The members of the New York City Council elected from a Council District containing all parts of Community District 11 shall be EX OFFICIO non-voting members of the Board.

3. Each member of the Board shall attend all meetings, both executive and public, read all written communications referred to the Board member by the Chairperson and be

knowledgeable concerning civic and public issues affecting the communities served by the Board.

4. The Chairperson shall notify the Borough President in writing if any member has missed three consecutive meetings.

5. Members shall serve actively on at least one committee in addition to their respective Land Use Committee.

6. Consistent with NYC Conflicts of Interest Law, a member shall not vote on any matter before the Board which may result in a personal and direct economic gain to the member or any person with whom the member is associated. A person associated with a Board member includes his or her spouse, child, parent or sibling, a person with whom the member has a business or financial relationship, and any firm in which the member has an interest.

7. A member shall not speak for the Board unless duly authorized by the Board or by the Chairperson.

8. Members of the Board shall be appointed for a two-year term pursuant to the limits set in the NYC Charter.

9. If a member's eligibility as a Board member changes, the member shall inform the Board Chairperson, District Manager, and the Borough President's office immediately.

ARTICLE VI COMPENSATION AND SERVICE

1.Members of the Board shall not receive any compensation for their service.

2. Members of the Board are public officers under New York State Public Officers Law.

3. As public officers, Board members' positions shall be vacated upon the occurrence of any of the events set forth in New York State Public Officers law Article 3 Section 30 including a member being convicted of a felony or a crime specified in such section.

ARTICLE VII REMOVAL OF BOARD MEMBERS.

In accordance with the New York City Charter, a member may be removed from the Board for cause, which shall include but not be limited to substantial nonattendance at Board or committee meetings over a period of six months. Removal may be made by either the Borough President or a majority vote of the Full Board following a recommendation of removal by the Executive Committee with due process.

ARTICLE VIII OFFICERS AND ELIGIBILITY

1. The officers of the Board shall be:

1. Chairperson
2. 1st Vice Chairperson
3. 2nd Vice Chairperson
4. 3rd Vice Chairperson

2. To be eligible for any office of the Board, a person must first have been appointed to the Board pursuant to the provisions of the New York City Charter and be a member of the Board

in good standing for a minimum period of one year in any term prior to the date of assuming office.

ARTICLE IX NOMINATION AND ELECTION OF OFFICERS.

1. A notice of upcoming election procedures is to be emailed or mailed, if requested to each Board Member in February. Officers shall be elected by open ballot at the first regularly scheduled meeting in March of each year. If there is more than one candidate, each member of the Board present at said meeting shall designate their vote upon a written voting form supplied to each member which form shall contain the member's name and space for their vote. A member attending remotely shall submit such ballot via email to the District Manager during the voting process. Failure to submit the ballot during that time will render the ballot void. The minutes of the meeting shall report the name of each member voting and the person for whom each member voted.

2. After nominations from the floor, every member of the Board attending the meeting shall be entitled to one vote. There shall be a separate election and ballot for each office.

3. The candidate who receives the greatest number of votes cast for each office shall be deemed elected. However, in the event that no candidate receives a minimum of forty percent of the votes cast, then in such event there shall be a run-off election in which the two candidates with the greatest number of votes previously cast shall be the sole candidates for office.

4. The one-year term of each elected officer shall commence on the first day of the month following the month of the election. An elected officer shall be entitled to be reelected and retain the same position until their term limit has been reached.

ARTICLE X. RESPONSIBILITIES OF THE OFFICERS AND DISTRICT MANAGER

(a) THE CHAIRPERSON

1. Shall be the 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 or public hearing when deemed necessary by them or within a reasonable time after receiving the written request of five or more members of the Board. If such a meeting is called, ten days advance notice in writing shall be given to the members of the Board, to each City Council Member representing all or any part of the area served by the Board, and to the Borough President.

4. Shall have the authority to waive a public hearing as permitted by law with the permission of a majority of the appointed members present during the presence of a quorum, as defined in Article XV, Section 1, of these By-Laws.

5. Shall have the authority to appoint all committees and their chairpersons.

6. Shall have the power to decide all questions of law and procedure in accordance with these By-Laws, including Article XX, and applicable rules of law.

7. Shall have the right, at their discretion, to invite any person to speak at an executive session, if they deem it necessary to the proper operation of the Board.

8. Shall employ and supervise all employees as the Board may authorize, subject to such budgetary restrictions as the Board may impose: Provided, however, that the Board shall select, employ, and fix the terms of employment of the District Manager.

9. Shall act for the Board in supervising the District Manager, and shall sign vouchers for reimbursement and approve time sheets of the District Manager.

10. Shall determine the agenda of each meeting of the Board and shall direct it to be distributed in writing mail ten days before the meeting and shall direct that a notice of the time, place and subject of each public hearing be published in an issue of the City Record not less than ten days prior to the date of the scheduled hearing and shall likewise send such

notice to all members of the Board and to the public not less than ten days before the date of the scheduled hearing.

11. Shall attend Borough Board Meetings or send a delegate from the Board.

12. Shall perform whatever acts are required by law or by a proper resolution of the Board.

13. Shall be a member of each Board Committee.

(b) THE FIRST VICE CHAIRPERSON

1. Shall have, in the absence of the Chairperson the same power, authority and duties as the Chairperson.

2. Shall be a member of each Board Committee.

(c) THE SECOND VICE CHAIRPERSON

1. Shall have the same power, authority and duties as the Chairperson and First Vice Chairperson in the absence of both.

2. Shall be a member of each Board Committee.

.(d) THE THIRD VICE CHAIRPERSON

1. Shall have the same power, authority and duties as the Chairperson, the First Vice Chairperson and the Second Vice Chairperson in the absence of all three.

2. Shall be a member of each Board Committee.

.(e) THE DISTRICT MANAGER

1. Shall keep complete, accurate minutes of every Board meeting and public hearing and a recording of every public hearing of the Board.

2. Shall distribute minutes to the Chairperson of the Board no later than fourteen (14) days after each meeting.

3. Shall keep a record of the members of the Board who attend each meeting, as well as of those who are absent.

4. Shall supervise the Community Board staff in the execution of their duties.

ARTICLE XI. REMOVAL OF BOARD OFFICERS.

1. Any officer of the Board may be removed from office by the Board. A motion to institute removal proceedings may be made at any regular meeting of the Board. Approval of such motion must be made by a majority vote of the entire membership of the Board.

2. If the motion to institute removal proceedings is approved the presiding officer, who shall be the highest-ranking officer not the subject of removal proceedings, shall appoint a three-member committee to investigate all allegations concerning the contemplated removal and deliver a report at the next meeting. Members of this committee shall include one Board member chosen by the presiding officer, one Board member selected by the person who is the subject of the removal proceedings, and one person selected jointly by the two Board members so selected which third committee person need not be a member of the Board.

3. Upon delivery of the report of said committee, including any minority or dissenting report, the officer who is the subject of the removal proceedings may be removed by a majority vote of the entire membership of the Board at a special meeting called for that purpose.

ARTICLE XII VACANCIES.

In the event of the death, resignation, discharge, or inability to serve of any officer, a new election to fill each vacancy shall be held at the next regular meeting after fifteen days written notice shall be given to the members of the Board of such position becoming vacant.

ARTICLE XIII. COMMITTEES.

1. The Chairperson shall appoint committees dealing with the following subjects: Parks; Public Safety and Licensing; Transportation; Health and Human Services; Environmental; Capital and Expense Budget; Land Use and such other committees as the Chairperson may from time to time deem necessary and advisable.

2. The Chairperson may appoint to any committee persons with a residence, business, professional or significant interest in the community who are not members of the Board, but each committee shall have a member of the Board as its Chairperson.

3. Each committee shall consist of at least three persons and shall meet at least twice annually.

4. Each committee shall carry out such instructions as the Chairperson of the Board may give to it and make such investigations as it deems necessary and report its findings and recommendations orally, and/or in writing to the members of the Board.

5. All committee members and chairs shall serve for one year or at the pleasure of the Chairperson of the Board.

6. Executive Committee

a. All Board officers shall be members of the Executive Committee.

b. In the months where the full Board does not meet, the Executive Committee shall transact any necessary business.

c. If necessary, in an emergency, the Executive Committee may take necessary action on behalf of the Board, but any actions taken under this provision shall be subject to ratification by the Full Board at the next regularly scheduled Board meeting.

d. Any action by the Executive Committee is subject to review by the Full Board and must be ratified by the Full Board at the next regularly scheduled meeting to be considered valid.

e. If an Executive Committee action is not approved by the Full Board, the Board will take steps to withdraw the action.

ARTICLE XIV. MEETINGS OF THE BOARD.

1. The Board shall meet at least once each month within the community district and conduct at least one public hearing except for the months of July and August. Meetings during July and August shall be held at the discretion of the Chairperson.

2. All such meetings shall be open to the public. In addition, such meetings shall be attended by the members of the Board, the District Manager, the Community Board Staff, the City Council member representing all or any part of the area served by the Board and such other persons as the Board or the Chairperson may invite.

3. Members must attend meetings in person unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances. For purposes of these procedures, the term "extraordinary circumstances" includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the Chair and District Manager no later than four business days prior to the scheduled meeting in order for proper notice to the public to be given. Failure to adhere to this notification process will result in a member being marked absent.

4. If extraordinary circumstances present themselves on an emergency basis within four days of a meeting, the Queens Community Board 11 shall update its notice as soon as practicable to include that information. If it is not practicable for the Queens Community Board 11 to update its notice, the Queens Community Board 11 may reschedule its meeting.

5. Members attending via video conferencing will not be counted towards a quorum but may vote if a quorum is present at the physical location.

6. The public notice for the meeting shall inform the public: (i) that 'extraordinary circumstances videoconferencing' will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be

posted or available, and (iv) the physical location(s) for the meeting where the public can attend.

Article XV QUORUM AND VOTING.

1. One more than fifty percent of the total membership of the Board shall constitute a quorum for the transaction of business at executive and public meetings of the Board. Ex: If the Board is fully appointed with 50 members, 26 members must be present in-person at the meeting site for actions taken during a meeting to be valid.

2. All votes of the Board shall be recorded and shall remain a matter of public record in this form: Total for_____, Total against_____, Total abstentions_____, Total present_____. To the extent required by law, the individual vote of each Board member shall be recorded and identified in the minutes of each Board meeting.

3. If a member of the Board has a conflict of interest, they shall vote "abstain" and shall state that they are voting abstain due to a conflict. The vote shall not be counted in the total votes cast, nor shall it be considered in determining the outcome of the vote.

4. There must be more "yes" votes than the total of "no" votes and "abstentions other than conflicts of interest abstentions" combined in order for a motion to carry.

5. To the extent authorized by law, the Board may enter an executive session by a majority vote of the members present, but no final action shall be taken during executive session. An Executive Session may be held for these purposes only:

a. Matters which will imperil the public safety if disclosed; or

b. Any matter which may disclose the identity of a law enforcement agent

or informer; or

c. Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed; or

d. Discussions regarding proposed, pending, or current litigation; or

e. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; or

f. Matters regarding the staff or staffing decisions.

Article XVI PUBLIC HEARINGS.

1. Public hearings shall be held in accordance with applicable law and may be called by the Chairperson or by the Board to discuss issues of importance to the Community.

2. The adoption of a recommendation concerning the subject matter of a public hearing shall be by public vote by a majority of the members present, as defined in Article X, Section 1, of these By-Laws.

3. A recommendation shall be submitted promptly after adoption provided for by the City of New York. Land use matters shall be reported in accordance with the Uniform Land Use

Review Procedure, Board of Standards and Appeals and such other laws as may from time to time be applicable.

4. A member of the Board shall not make a formal statement expressing an opinion on a matter during the time allotted for the public's presentation**.**

Article XVII AGENDA.

1. Any Board member desiring to have the Board consider a subject shall, at least fifteen (15) days prior to the meeting, notify the Chairman who may place the subject on the agenda.

2. The Board, by a majority vote of the members present during the presence of a quorum, as defined by Article XV, Section 1 of these By-Laws, will decide what course of action will be taken on matters on the agenda.

3**.** The agenda for each monthly Full Board meeting shall consist of the following items, which may be varied at the discretion of the Chairperson:

a. Call to Order by the Board Chairperson

b. Public Participation. A member of the public may speak at the Public Session if registered with the District Manager by 3 p.m. on the last day of business before the board meeting. Speakers shall disclose before speaking if they live or work in the district or have any relevant affiliations and shall be limited to no less than one (1) minute unless this time limit is extended by the Chairperson.

c. Adoption of Minutes of previous meeting. Board Members are encouraged to bring any issues forward before the Board meeting, so the District Manager has time to review them.

d. Public Officials' Reports shall be limited to no more than three (3) minutes per report. The sequence of the Public Officials' Reports in the agenda may be modified at the discretion of the Chairperson.

e. Board Chairperson's Report

f. Committee Reports with resolutions from committees and task forces distributed, if practicable, with the meeting notice and agenda. Board members shall be limited to speaking twice per topic, waiting until after all others have spoken before speaking a second time, except as permitted by the Chairperson.

g. Public hearing-as provided in Article XVI

h. Adjournment

ARTICLE XVIII. SEVERABILITY.

1. If any provision or clause of these By-Laws or application thereof to any person or circumstance is invalid as being in violation of the New York City Charter or other applicable law, such invalidity shall not affect other provisions or applications of these By-Laws which can be given affect without the invalid provision or application, and to this end the provisions of these By-Laws are declared to be severable and shall be interpreted in a reasonable manner to be consistent with the Laws of the State of New York and the City Charter and any amendments thereto.

ARTICLE XIX. AMENDMENT.

1. The Board may amend these By-Laws by a majority vote of the members of the Board present in the presence of a quorum at an executive meeting of the Board provided written notice of such action and a copy of the proposed amendment shall have been mailed to all Board members no less than thirty days in advance of said meeting.

ARTICLE XX. PARLIAMENTARY PROCEDURE.

All matters pertaining to parliamentary procedure shall be governed by the latest revised edition of Roberts Rules of Order provided such Rules are not inconsistent with these By-Laws or the New York City Charter, or the Laws of the State of New York. Parliamentarian of the Community Board:

a. Shall be appointed by the Chair of the Board;

b. Shall be responsible for knowing the By-Laws of the Board and the pertinent sections of the City Charter and Robert's Rules of Order; c. Shall rule on all questions of procedure referencing Robert's Rules of Order; all such rulings can, however, be challenged by any Board member and, upon the approval of the majority of the Board, shall be overruled;

d. Shall perform such other and further duties as may be directed by the Board or by the Chair.