

COMMUNITY BOARD 13 QUEENS

BYLAWS

APPROVED: April 25, 2022

ARTICLE I – NAME

This Board shall be known as: COMMUNITY BOARD NO. 13, BOROUGH OF QUEENS.

ARTICLE II – AREA SERVED

Community Board 13 is located in Southeast Queens along the Nassau Border and is made up primarily of one and two family homes with some garden apartments and apartment buildings. Community Board 13 includes the communities of Bellaire, Bellerose, Cambria Heights, Floral Park, Glen Oaks, Laurelton, New Hyde Park, North Shore Towers, Queens Village, Rosedale (including Meadowmere and Warnerville), and Springfield Gardens as designated by the City Planning Commission, and as adopted by the Board of Estimate on January 1, 1977. The areas served by this Board shall include such other and different areas as may be designated by the City Planning Commission and hereafter adopted in accordance with the rules and regulations of the City of New York. Community Board 13 is bounded on the north from Hillside Avenue from its intersection with Francis Lewis Boulevard east to the Clearview Expressway north to Grand Central Parkway east to the City Line south to the North boundary of JFK International Airport west to the Van Wyck Expressway to the Southern Parkway east to Springfield Boulevard north to Francis Lewis Boulevard north to Hillside Avenue.

ARTICLE III – PURPOSE

A. As mandated by the City Charter, Community Board 13 reviews all matters pertaining to the general welfare of the district insofar as municipal government can respond with a suitable remedy, and make local service and land use priorities and budget needs of the community known to the Mayor, Borough President, City Council and agencies of the City, State and Federal government.

B. The Community Board shall hold public hearings, and prepare recommendations on capital and expense budget needs of the district.

C. The Community Board may make recommendations to the Borough President and all City, State, Federal and quasi-public agencies.

D. The Community Board shall make recommendations on any other matter significant to the

general welfare of the Community District.

ARTICLE IV – BOARD DUTIES & RESPONSIBILITIES

- A. The COMMUNITY BOARD, consistent with the CITY CHARTER, shall
1. assess, determine and evaluate the needs of the district;
 2. monitor and coordinate the delivery of city services in and affecting the district;
 3. advise, propose, review and monitor capital projects;
 4. cooperate with, consult, assist, and advise any public officer, agency, local administrators of agencies, legislative body, or the Borough President with respect to any matter relating to the welfare of the district and its residents;
 5. cooperate with the boards of other community districts with respect to matters of common concern;
 6. reach out and communicate with people of the District, including
 - a. assisting City departments and agencies in communicating with and transmitting information, and
 - b. conducting substantial public outreach, including identifying the organizations active in the community district, maintaining a list of names and mailing addresses of such community organizations, and making such names, and, with the consent of the organization, mailing addresses available to the public upon request;
 7. participate in the New York City Expense Budget Process and the New York City Capital Budget Program, including
 - a. consultations with agencies on the programs and capital needs of the community district to be funded from the expense budget,
 - b. holding public hearings on district needs,
 - c. preparing expense budget priorities for the next fiscal year, and
 - d. preparing and submitting Capital budget priorities for the next fiscal year and three succeeding fiscal years;
 8. request attendance of Agency representatives at meetings;
 9. submit an annual report to the Mayor, the Council and the Borough Board;
 10. prepare comments on the periodic strategic policy statement as required by the City Charter;
 11. develop a plan or plans for the development, growth, and improvement of the land within the community district pursuant to City Charter Section 197a;
 12. prepare comprehensive and special purpose plans for the growth, improvement and development of the community district; and
 13. exercise the initial review of applications and proposals of public agencies and private entities for the use, development or improvement of land located in the community district, including the conduct of a public hearing and the preparation and submission to the city planning commission of a written recommendation.

B. Responsibilities of COMMUNITY BOARD MEMBERS. Community Board Members shall

1. attend all meetings both executive and public, except for good cause shown, and notify the Chairperson of the member's absence prior to the meeting;
2. serve as a member and actively participate in a least one (1) standing committee;
3. vote in person, not by proxy, on all matters before the Board, except where the board member has a conflict of interest; and
4. shall act consistent with the provisions of City Charter Chapter 68 (Conflicts of Interest) with respect to the member's participation on the community board.

ARTICLE V – OFFICERS; DUTIES

A. OFFICERS

The officers of the Board shall be the following:

1. CHAIRPERSON
2. FIRST VICE CHAIRPERSON
3. SECOND VICE CHAIRPERSON
4. EXECUTIVE SECRETARY
5. TREASURER

B. THE CHAIRPERSON

1. Shall preside at regular and special meetings and Executive Sessions, and such other meetings as designated by the Community Board.
2. Shall appoint, in consultation with the Executive Committee, a Chairperson or Chairpersons, and Community Board and public members as appropriate of the Budget, Personnel, Ethics and Bylaws, each of the standing committees and such other special committees as shall be created pursuant to these By-Laws, who shall serve until removed by the Chairperson in consultation with the Executive Committee.
3. Shall act on behalf of the Community Board to communicate all actions and decisions of the board except where the chair shall delegate such task to another officer or the District Manager as defined in Article X.
4. Shall call an Executive Session, Regular, Special, or other Meeting of the Board, when deemed necessary, upon the Chairperson's own initiative, or upon written request of five (5) members of the Board. When any such non-scheduled meeting is called, a ten (10) day advance written notice shall be given to the members of the Board and the Borough President.
5. Shall, upon motion approved by a majority of the members of the Community Board, waive a public hearing.

6. On behalf of the Community Board can invite any person as deemed necessary to speak at any executive session except as proscribed by a resolution of the board that calls for an executive session, or other regular or committee meeting of the board, whether public or closed, if necessary and proper for the proper operation of the Community Board.
7. Shall prepare, in consultation with the Executive Committee, an agenda of each meeting of the Community Board and shall cause the same to be transmitted to the members of Community Board and to the Borough President's office within the time provided by these By-Laws. Community Board members shall be empowered to add items to the Agenda in accordance with the provisions of Article VIII, Section F.
8. Shall transmit to the City Record, City Planning Commission or other appropriate agency a notice of the time, place and subject matter of all hearings for publication in the Comprehensive City Planning Calendar to be distributed not less than ten (10) days prior to the date of any such hearing.
9. Shall act on behalf of the Community Board whenever necessary.
10. Shall meet on a regular basis with the Chairpersons of all Community Boards in Queens.
11. Shall chair the Executive Committee and report to the Community Board at each monthly meeting on the actions of the Executive Committee and the Chair on behalf of the Community Board.
12. Shall promptly turn over all Community Boards records to the chairperson's successor.

C. THE FIRST VICE CHAIR

1. Shall possess and exercise the powers, authority and duties of the Chairperson during the Chairperson's absence or disability.
2. Shall be Ex-Officio member of all committees appointed by the Chairperson.
3. Shall perform such other and further duties as may be directed by the Chairperson.
4. Shall be the Chairperson of Bylaws and Ethics Committee, except where the matters concerns the First Vice chair, the chair of the community board shall serve as chair.

D. THE SECOND VICE CHAIR

1. Shall possess and exercise the powers, authority and duties of the Chairperson during the absence or disability of the Chairperson and First Vice Chairperson.
2. Shall be the Chairperson of the Personnel Committee.
3. Shall be Ex-Officio member of all committees appointed by the Chairperson.
4. Shall perform such other and further duties as may be directed by the Chairperson.

E. THE EXECUTIVE SECRETARY

1. Shall be custodian of all the minutes of the meetings of the Board and attest same to be true.
2. Shall be a member of the Personnel Committee.
3. Shall serve as Parliamentarian, and generally ensure order and decorum at meetings
4. Shall perform such other duties as may be directed by the Chairperson.
5. Shall identify and escort special guests, as necessary.

F. THE TREASURER

1. Shall maintain all financial records of the Community Board and shall make an annual report therefrom based on a preliminary report prepared by the District Manager.
2. Shall serve as Chairperson of the Budget & Finance Committee.
3. Shall report to the Community Board Budget status for quarterly and year-to-date financial results in January, April, July, and October, based on a preliminary report prepared by the District Manager.
4. Shall, with the Budget and Finance Committee, prepare and draft the proposed budget of the Community Board in accordance with the city budget process and present the same for adoption at the regular October meeting.
5. Shall monitor the expenditures of the Community Board for compliance with its approved budget and shall inform the Board in the event of any actual or potential variances.
6. Shall perform such other further duties as may be directed by the Community Board or by the Chairperson.
7. Shall turn over all Community Board records to the Treasurer's successor.

G. The Executive Committee shall act on behalf of the Community Board as defined in these by-laws.

H. VACANCIES. In the event that any elected office of the Board becomes vacant all members of the Board shall be notified in writing that such vacancy exists. At the next regular meeting, or at a special meeting held after all members have been duly notified that such vacancy exists, the vacancy shall be filled for the balance of the term by nomination and election at such meeting.

ARTICLE VI – ELECTION OF OFFICERS

A. ELIGIBILITY. To be eligible for any office of the Community Board a Community Board member shall have served on the Community Board at least the 12 consecutive months immediately prior to the election.

B. NOMINATIONS

1. A Nominating Committee shall be formed in the month of April. The Committee shall consist of seven (7) members of the Board, six (6) of whom shall be elected by the Board and one (1) whom shall be appointed by the Chairperson. The Chairperson shall appoint the chair of the committee from among the seven.
2. The Nominating Committee shall present a list of nominees who have indicated their willingness to serve for the various elective offices at the regular meeting in May. Upon presentation of the proposed slate of officers, any member may nominate any member for elective office at such May Meeting; Those members nominated from the floor must indicate their willingness to serve such office nominated for at the time of their nomination. [If not present one may accept by letter, email or fax presented at such meeting the person is nominated]. Nominations shall be closed at the May meeting.
3. In the event that the above meeting shall be held by Electronic Internet video-conference service, the Chair of the Nominating Committee will take nominations made by members who are present either by video or telephone. Every effort will be made to make sure any member who wishes to make a nomination receives such opportunity. Such nominations must be seconded by a board member. As per Article VI, Section B, Subsection 2 above any nominee must accept nomination in order to be included on the ballot.
4. Nominees who accept the nominations will be listed on printed ballots to be distributed to each board member by regular mail after the May meeting. Such ballots shall be returned by regular mail or in-person to the Community Board office and shall be opened and counted at the June meeting, in accordance with Article VI, Section C.

C. ELECTIONS

1. All officers shall be elected for a term of one (1) year, commencing July 1st.
2. Election of officers shall be held at the regular meeting in the month of June of each year. The notice of the agenda of the meeting sent to all members of the Board shall contain the names of all nominees for officers of the Board proposed by the nominating committee and any nominees made from the floor in May where such nominee(s) accepted such nomination. Election shall be by closed recorded ballot with the name of each voter on the ballot that each member casts as per the process described in Subsections 3 through 8 of this Section [Article VI, Section C].
3. No ballot shall be distributed on the day of the Election meeting. Following the May meeting where Nominations are presented by the Nominating Committee and any Nominations are made and seconded from the floor, pre-printed ballots for each Community Board officer position shall be mailed to each member. The ballots mailed to members will include the recommendations of the nominating committee and anyone nominated at the meeting. In addition, a space to make a "write-in" choice will be included on

each ballot. Each ballot for a different officer position shall be a different color, for ease of separating ballots for tabulation.

4. Members shall place their completed ballots in a “ballot envelope” and place that envelope with the ballots in a pre-addressed (including the sender’s return address) pre-stamped return envelope. The members shall return their completed ballots by regular mail, drop off at the community board office during business hours or arrange for the ballots to be picked up by community board staff. The cut off date for the return of ballots shall be close of business on the day of the Election.

5. The Ballots will be counted onsite at June meeting or if the meeting takes place via Electronic Internet video-conference service at the Community Board 13Q office, or such other alternative location that the Community Board approves at its May meeting. Tellers designated by the nominating committee will count the ballots. If the June meeting takes place by Electronic Internet video-conference service, the counting of the ballots will be streamed over such Electronic Internet video-conference service open to members of the board to view. Any counting of ballots during an Electronic Internet video-conference service meeting shall also be recorded. Candidates may designate themselves or another board member as a witness to the count for their office.

6. The candidate who receives a majority of the vote of the members of the Board voting at the meeting shall be deemed elected.

7. In the event that no nominee receives a majority of the votes of the members cast, the names of the two nominees receiving the most votes shall be considered in a second balloting to determine a nominee who receives a majority of the votes; in the event of an election meeting by Electronic Internet video-conference service, the board shall establish a process to provide for any necessary seconding ballot where a nominee does not receive a majority of the votes on the initial ballot.

8. No proxy ballots nor ballots received after the cutoff time for the return of such ballots shall be acceptable.

9. The actual tally of such votes and who voted for whom for which office shall be maintained in the Community Board office and shall be made available to any member of the board or member of the public upon request. The official results published in the minutes shall only indicate who was elected and not any actual tallies. Such information shall be maintained for public inspection at the board office. Any of the above information may be shared by fax, regular mail or email upon request. Such request need not be in writing.

ARTICLE VII – COMMITTEES

A. EXECUTIVE COMMITTEE

1. The Executive Committee, which consists of all elected officers of the Community Board, shall be chaired by the Chairperson of the Community

Board and shall meet at least on a monthly basis, exclusive of July and August.

2. Consistent with Article V, Section A, Subsection 7 of this Bylaws, the Executive Committee shall advise the Chairperson of the Community Board on the agenda for each meeting.
3. The Executive Committee, consistent with these Bylaws, shall coordinate the activities of the Community Board and assist the Chairperson in the performance of the Chairperson's duties.
4. In consultation with the Executive Committee, the Chairperson shall appoint a Chairperson or Chairpersons, Community Board and public members as appropriate of the Budget, Personnel, Ethics and Bylaws, each of the standing committees and such other special committees as shall be created pursuant to these By-Laws, who shall serve until removed by the Chairperson in consultation with the Executive Committee.
5. The Executive Committee shall report at each monthly Community Board meeting on any actions taken on behalf the board. Such report shall be made by the Chairperson.

B. PERSONNEL COMMITTEE

1. Shall consist of seven (7) members of the Community Board, including the Chairperson, First Vice Chairperson and the Second Vice Chairperson of the Community Board and at least two (2) Community Board members who are not Officers of the Community Board.
2. The Second Vice Chairperson of the Community Board shall be the Chairperson of the Personnel Committee.
3. In consultation with the Executive Committee, the Chairperson of the Board shall appoint four (4) additional members of the Board to the Personnel Committee.
4. The Personnel Committee shall:
 - a. Shall recommend policy and establish procedures relating to employees of the Community Board. Such policy and procedures shall be in written form and shall be available to members of the Community Board and to the employees.
 - b. Shall establish procedures for the hiring, evaluation and disciplining of the District Manager and approve a process for the hiring by the District Manager of all other Community Board employees.
 - c. Shall make recommendations to the Board for the hiring of the District Manager.
 - d. Consistent with subsections a, b and c above shall review the resumes and other information relating to prospective employees of the Board as the Committee deems appropriate. All information concerning prospective employees shall be held in the strictest confidence and available only to those members of the Personnel Committee who are involved in interviewing prospective employees or making decisions or recommendations regarding such prospective employees.
 - e. Shall investigate and recommend as necessary to the Community

Board on all personnel issues brought before the committee related to conflicts of interest or other personnel matters as deemed appropriate.

f. Shall report to the Community Board in executive session any disciplinary actions on personnel or ethical matters taken with respect to the employees of the Community Board

g. May report to the Community Board in executive session on any other actions on personnel or ethical matters taken with respect to the employees of the Community Board

h. Matters under investigation concerning the employees of the Community Board shall remain in confidence until the Community Board makes or approves a final determination.

C. BUDGET AND FINANCE COMMITTEE

1. Shall consist of no less than seven (7) members of the Community Board, including at least three (3) Community Board members who are not Officers of the Community Board.

2. The Treasurer of the Board shall be the Chairperson of the Budget and Finance Committee.

3. In consultation with the Executive Committee, the Chair of the Community Board shall appoint additional members of the Community Board to the Budget and Finance Committee.

4. Shall monitor the financial operations of the Community Board.

5. Shall assist the Treasurer in preparing the quarterly financial reports.

D. ETHICS AND BY-LAWS COMMITTEE

1. Shall consist of no less than seven (7) members of the Community Board, including all five officers of the Community Board and at least two (2) members who are not Officers of the Community Board.

2. The First Vice Chairperson shall serve as chair.

3. In consultation with the Executive Committee, the Chair of the Community Board shall appoint additional members of the Community Board to the Ethics and By-laws Committee.

4. In the event that a Community Board officer is the subject of an investigation by the Ethics and By-laws Committee, the Executive Committee members not subject to such investigation shall select at least one additional member who is not an Officer of the Community Board.

5. Shall report to the Community Board in executive session any disciplinary actions on ethical matters taken with respect to the employees of the Community Board

6. May report to the Community Board in executive session on any other actions on ethical matters taken with respect to the employees of the Community Board

7. Matters under investigation concerning the members of the Community Board shall remain in confidence until the Community Board makes or approves a final determination.

E. STANDING COMMITTEES

1. In consultation with the Executive Committee, the Chairperson shall appoint a Chairperson or Chairpersons, Community Board and public members of each of the standing committees, who shall serve until removed by the Chairperson in consultation with the Executive Committees. Public members of any Standing committee must have a significant interest in the community or reside in the areas serviced by this Board. The Chairperson of each such committee shall be a member of the Board.
2. The Executive Committee shall make sure that every member of the community board gets appointed to at least one standing or special committee.
3. The Community Board shall have the following permanent Standing Committees:
 - (1) SENIORS & SOCIAL SERVICES
 - (2) LAND USE & PLANNING (includes Zoning Variances, Special Permit, BSA and related applications, Housing, and siting of Group Homes and all community facilities)
 - (3) HEALTH, HOSPITALS & SPECIAL NEEDS (includes HHC, includes special needs populations and Mental Health Issues)
 - (4) YOUTH, EDUCATION & LIBRARIES
 - (5) PARKS & ENVIRONMENT (includes Sanitation issues)
 - (6) PUBLIC SAFETY & QUALITY OF LIFE
 - (7) TRANSPORTATION
 - (8) ECONOMIC DEVELOPMENT (includes Port Authority, Airport, Commercial Revitalization)
4. All members of Standing Committees shall serve for one (1) year, or until their successors have been appointed.

F. SPECIAL COMMITTEES

1. In consultation with the Executive Committee, the Chairperson may appoint such other special committees as the Chairperson deems necessary and shall appoint to such standing or special committees persons who have a significant interest in the community or who reside in the areas serviced by this Board, but who need not be members of the Board. The Chairperson of each such special committee shall be a member of the Board.
2. All members of Special Committees shall serve as such until the completion of the tasks for which they were appointed.

G. Each STANDING or SPECIAL COMMITTEE shall consist of a Chairperson or co-chairpersons who must be community board members and at least two (2) additional community board and/ or public members.

H. Each COMMITTEE shall make such investigations as it may deem necessary and report its findings and recommendations, in writing, to the members of the Community Board. Committees shall obtain approval by Resolution of the Community Board prior to taking any

action in the name of the Board.

I. A REPORT by each committee shall be made at every regular meeting of the board as directed by the Chairperson of the Board.

ARTICLE VIII – MEETINGS; QUORUMS; VOTING; PUBLIC HEARINGS

A. DEFINITIONS. As used herein the following definitions shall apply:

1. "MEETING" shall mean any regular or special, executive session, public or closed, any public hearing or committee of the whole of the Community Board.
2. "EXECUTIVE SESSION" shall mean a session of the Community Board other than a public hearing or meeting of a committee of the whole.
3. "PUBLIC HEARING" shall mean any meeting of the Community Board at which public testimony is taken with respect to specified subjects either when required by law or when held at the discretion of the Community Board.
4. "ELECTRONIC MEETINGS." When approved by applicable State or Municipal law, resolution or order, the Community Board shall hold meetings electronically by videoconference through use of Internet meeting services designated by the Chairperson and authorized by such applicable State or Municipal law, resolution or order. Such electronic service shall support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings of the Board shall be subject to all rules adopted by the Community Board and all applicable law, which may include any reasonable limitations on, and requirements for, Board members' participation. Any such rules adopted by the Board shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of the Community Board. A vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

B. MEETINGS

1. Whenever any act is authorized to be done or any determination or decision made by any Community Board, the act, determination or decision of the majority of the members present entitled to vote during the presence of a quorum, shall be held to be the act, determination or decision of the Board.
2. REGULAR MEETINGS of the Community Board shall be held at least once a month except July and August.
3. A SPECIAL MEETING of the Community Board shall be held when deemed necessary by the Chairperson, or upon written request of five (5) members of the Community Board. In the event such a meeting is called, then ten (10) days advance written notice and forty-eight (48) hours in case of

emergency shall be given to the members of the Community Board and the Borough President.

4. An EXECUTIVE SESSION or meeting closed to the public may be called by a majority vote of the appointed members present at either a Regular or Special Meeting of the Community Board, provided that no final action shall be taken at a closed meeting. Such meetings shall be attended by duly appointed members of the Community Board, the Community Board Coordinator and/or Community Board Director, a representative of the Department of City Planning and respective Council Members. All other Regular Meetings or meetings not explicitly closed to the public by such aforementioned majority voted shall be open to the public for observation only. The subject matter of Executive Sessions shall be governed by the City Charter and applicable State law.

5. Except for the designating public speaking period of any Community Board meeting, no member may invite any person to address the Community Board without first having obtained such consent from the Chairperson or upon a motion made and carried by the Community Board.

6. Up to fifteen minutes of public speaking time shall be generally allotted to follow the approval of the minutes. Speakers are limited to three minutes and the topics addressed should not be the subject of any public hearing held at such meeting. Any questions and answers shall be brief. Further discussion as a result of such speakers shall be addressed under New Business and/or the reports of the District Manager or Board Chair or laid over for future consideration.

C. PUBLIC HEARINGS

1. Public Hearings shall be held in accordance with Article IV, Section 4.030 of the Uniform Land Use Procedure. At the conclusion of any Public Hearing, or at the meeting next ensuing, the Board may review and discuss the agenda and adopt a recommendation. A written recommendation shall be submitted promptly after adoption in accordance with Article IV, Section 4.064 of the Uniform Land Use Procedure.

2. Members of the Community Board who are involved in public hearings may not participate in public debate other than to ask questions when recognized by persons chairing the public hearings.

3. Persons other than public officials requesting speaking time shall submit their requests to the Chairperson of the Community Board before the start of the Public Hearing.

4. All speakers are limited to a maximum of three (3) minutes.

5. Speakers shall restrict their remarks to the resolution being considered.

D. QUORUM

1. A majority of the total appointed membership of this Community Board shall constitute a quorum for the transaction of business at regular or special meetings of the Community Board.

2. At least seven (7) appointed members of the Community Board shall

constitute a quorum for the transaction of such business at a public hearing of the Community Board.

E. MINUTES

1. The minutes of any meeting or Public Hearing of the Community Board shall record the individual members present.
2. Minutes shall reflect a full and complete record of each action and report at each session and public hearing of the Community Board, including all written reports and submissions, shall be kept and the same shall be maintained and subscribed by the Secretary of the Community Board with the concurrence of the Executive Secretary of the Community Board.
3. Minutes of previous meetings shall be distributed to members of the Community Board in advance of the next regular meeting of the Community Board, except where limitations of time shall make such distributions impossible, in which event minutes will be distributed at the beginning of the meetings and members will be afforded an opportunity to review.
4. Minutes shall be subject to correction, if necessary, and voted on by the membership, and any set minutes may be subject to a subsequent amendment and review as deemed necessary.
5. The minutes of each meeting shall record those members present and absent. The minutes of each meeting shall further record all votes taken on any matter. The minutes shall record the names of those voting for, against and abstaining on any roll call vote. On a non-roll call vote the minutes shall reflect the total number of members voting for, voting against, or abstaining on such vote.

F. AGENDA

1. No Regular or Executive Session of the Board, and no Public Hearing shall be held except upon a written Agenda of items to be considered or discussed at such Public Hearings. Items placed on the Agenda for Regular or Executive Sessions of the Board may be deleted by consent of the Board and items not on the Agenda for such sessions may be added to it, with the consent of the Board. Special Executive Sessions and Public Hearings shall be limited to items on the Agendas for such meetings.
2. All agendas shall be prepared by the Chairperson in consultation with the Executive Committee consistent with Article V, Section A, subsection 7. Agendas for all Regular or Executive Sessions or Public Hearing shall be distributed to each Board member at least seven (7) days in advance of each session and a copy of such Agenda shall, simultaneously, be forwarded to the office of the Borough President of the Borough of Queens. Agendas for special Executive Sessions of the Board shall be distributed reasonably in advance of such meetings.
3. Any Board member desiring to place an item on the Agenda shall so advise the Chairperson not less than two (2) weeks in advance of any general meeting of the Board. Such subject shall be on the Agenda upon such request.
4. The members of the Board, by 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.

G. VOTING

1. Whenever any act is authorized to be done or any determination or decision made by the community board, the act, determination or decision of the majority of the members present entitled to vote during the presence of a quorum, shall be held to be the act, determination or decision of the community board. (based on City Charter Section 2801). As such a plurality vote shall not be sufficient to carry any matter.
2. All votes of members shall be recorded and be a matter of public record; i.e.: Total For, Total Against, Total Abstentions.
3. On all matters of the Board considered under the Uniform Land Use Review Procedure and on all other substantive matters, all votes shall be by roll call.
4. On all procedural matters, votes may be by show of hands or voice vote.

H. ELECTRONIC MEETINGS

1. Login information. The Community Board shall send by e-mail to every member of the Board, at least three days before each meeting, the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone. The Community Board shall also include a hyperlink to this Section (Article VIII, Section H) of its bylaws governing electronic meetings.
2. Sign-on time. The Community Board shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.
3. Signing in and out. Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
4. Quorum calls. The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
5. Technical requirements and malfunctions. Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
6. Forced disconnections. The chairperson may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced

during the meeting and recorded in the minutes.

7. Assignment of the floor. To seek recognition by the chairperson, a member shall raise their hand electronically, send a message through the chat function to the chair or follow such other procedure as outlined by the chair at the outset of the meeting. Upon assigning the floor to any member seeking to be heard, the chair shall clear the member from the online queue of members.

8. Interrupting a member. A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the chat function for so indicating, and shall thereafter wait a reasonable time for the chairperson's instructions before attempting to interrupt the speaker by voice.

9. Motions submitted in writing. A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by Community Board for this purpose, preceded by the member's name and a number corresponding to how many written motions the member has so far posted during the meeting (e.g., "SMITH 3:."; "FRANCES JONES 2:."). Main motions shall be those required by the City Charter.

10. Display of motions. The Chairperson may designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the District Manager, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.

11. Voting. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

12. Video display. Where the number of participants is too large for all to be displayed simultaneously, the chairperson, the district manager or their assistants may cause a video of the chair or District Manager to be displayed throughout the meeting, and shall also cause display of the video of the member currently recognized to speak or report.

ARTICLE IX – REMOVAL OF OFFICERS & BOARD MEMBERS

A. Any member of the Community Board may be removed for "cause".

B. Any officer of the Community Board may be removed as an officer of the Community Board for "cause".

C. "CAUSE" shall be defined as:

1. Where a member violates the City Charter Chapter 68 restriction that no member may vote on any matter before the community or borough board which may result in a personal and direct economic gain to the member or any person with whom the member is associated,
2. No Community Board member shall engage in any business, transaction or private employment, or have any financial or other private pecuniary interest, direct or indirect, which is in conflict with the proper discharge of the member's official duties as a Community Board member as described in these bylaws and the City Charter.
3. No Community Board member shall use or attempt to use the member's position as a Community Board member to obtain any financial gain, contract, license, privilege or other direct private pecuniary advantage for the Community Board member or any person or firm associated with the Community Board member.
4. No Community Board member shall disclose any confidential information before the Community Board which is obtained as a result of the member's service as a Community Board member and which is not otherwise available to the public, or use any such information to advance any direct or indirect financial or other private interest of the Community Board member or of any other person or firm associated with the Community Board member; provided, however, that this shall not prohibit any Community Board member from disclosing any information concerning conduct which the Community Board member knows or reasonably believes to involve waste, inefficiency, corruption, criminal activity or conflict of interest.
5. No Community Board member shall accept any valuable gift, as defined by rule of the City Conflicts of Interest Board, from any person or firm which such Community Board member knows is or intends to become engaged in actions before the Community Board or business dealings with the Community Board except that nothing contained herein shall prohibit a Community Board member from accepting a gift which is customary on family and social occasions.
6. Substantial non-attendance shall be defined as non-excused failure to attend five (5) regular monthly meetings of the Community Board during a twelve consecutive month period. A board member shall be deemed absent for the purposes of this subsection once the roll-call for attendance is completed and the Minutes of the last meeting is adopted, except that the Community Board chair may direct that such member be marked present if the member communicated by telephone, text or email to the chair or district manager of an extraordinary travel or personal issue delaying such member's arrival. As part of the approval of minutes for any prior meeting, the Community Board by majority vote may vote to excuse any member noted as absent at such prior meeting.

D. The PROCESS to remove a Community Board member or officer shall be as follows:

1. Motion to institute removal proceedings for "cause" may be made by any

member, only following a discussion at a meeting of the Ethics and Bylaws Committee, at a regular meeting of the Board; no discussion shall take place until such motion is seconded and the seconding of the motion shall immediately require the board to set aside the motion and immediately convene in executive session for the purpose of discussing said motion. The actual vote shall take place after executive session is adjourned closed and public session reconvened:

2. Approval of such motion must be made by majority vote of the members present and voting by open written ballot.

3. If the motion is approved, the entire Ethics and By-Laws Committee minus any officer subject to removal proceedings shall investigate the charges and report at the next regular meeting. The person subject to removal proceedings shall be fully informed in writing of the charge or charges against the member and given the opportunity to appear before the Committee to answer the charge or charges.

4. If the majority report of the Ethics and By-Laws Committee recommends removal from office, a special closed meeting of the Board shall be called for that purpose. A minority report of the Committee shall also be presented at the special meeting. All members of the Board shall receive at least two (2) weeks notice of the special meeting.

5. The person subject to removal proceedings shall be given the opportunity to answer all charges at the special meeting, and to have representation and/or people to testify in his behalf.

6. The person subject to removal proceedings shall be removed from office by a majority vote of all appointed members of the Board present and voting by open written ballot.

Article X – EMPLOYEES OF THE BOARD

A. Employees of the Board shall include a District Manager and, subject to city budget constraints, a Board Secretary and such other personnel as may be required.

B. Employees' salaries, except those of staff assigned to the community board by another agency, shall be determined by the Personnel Committee, consistent with the guidelines of the New York City Department Citywide Administrative Services.

C. No employee of the Board [and the Secretary of the Board] shall hold political party office and shall not hold elected office in any political club or political organization that services or represents part of any Assembly, State Senate, City Council or Congressional with boundaries overlapping all or part of the community district..

D. DUTIES OF EMPLOYEES

1. The DISTRICT MANAGER shall

- a. be responsible for carrying out the policy and coordinating the District Services under the guidelines and procedures as established by the Board and the City Charter.
 - b. consult with the Chairperson of the Board on matters involving policy on a regular and frequent basis.
 - c. supervise and coordinate the work of all employees of the Board.
 - d. attend monthly meetings of the Board.
 - e. represent the Board and speak before Community organizations or other agencies only at the discretion of the Chairperson of the Board.
 - f. be responsible for convening and chairing, under the guidance of the Chairperson, the monthly meetings of the District Service Cabinet.
 - g. attend the monthly meetings of the Borough Cabinet.
 - h. submit a monthly written report to the Board.
 - i. prepare a preliminary quarterly Community Board operations budget report at the end of each quarter of each fiscal year that shall form the basis of the Treasurer's report for each quarter (See Article V, Section F.)
2. The BOARD SECRETARY, who is not a member of the Board, shall:
- a. keep complete and accurate minutes and tapes of every Executive Meeting, Public Meeting, and Public Hearing of the Board.
 - b. mail minutes to the Director of Community Boards or as directed by the Borough President and Chairperson of the Board to be postmarked no later than fourteen (14) days after each meeting.
 - c. keep a record of all members attending such meetings.
 - d. conduct all official correspondence of the Board at the discretion of the Chairperson.
 - e. enter copies of all correspondence to the Director of Community Boards.
 - f. perform all other related duties as directed by the Chairperson or District Manager consulting therewith.
 - g. in the absence of a Board Secretary, other personnel designated by the Executive Committee shall perform the duties of the Board Secretary as deemed necessary.
3. Other personnel engaged by the Board shall perform such duties and/or functions as may be prescribed by law, rules or regulations or executive orders, or by the Board, the Chairperson or the District Manager.

ARTICLE XI – AMENDMENTS TO THE BY-LAWS

A. A proposed amendment to these By-laws, signed by at least three (3) members of the Board, shall be submitted in writing to the Chairperson of the Board at a regular meeting of the Board. The proposed amendment shall be read but not discussed at the meeting during which it is introduced. The proposed amendment shall be discussed and voted upon at the next regular meeting of the Board.

B. The notice of the meeting at which the amendment will be considered shall be sent to all members of the Board at least fifteen (15) days prior to the meeting and shall contain the text of the proposed amendment.

C. Any amendment of these By-Laws to be approved shall require a majority vote of the members of the Board present and voting at the meeting.

ARTICLE XII – RULES OF ORDER

A. The Board may adopt such rules and regulations, which it deems necessary to its individual operation except where it conflicts with these By-Laws, or conflicts with the Rules and Regulations under the New York City Charter as presently amended and the Administrative Code of the City of New York.

B. Roberts Rules of Order shall govern all matters pertaining to Parliamentary Procedure that are not covered by these By-Laws, the administrative code of the City of New York and the New York City Charter.

Approved with one amendment 2022 April 25