

Community Board #14 Bylaws

Article I – Purpose:

The Community Board (the Board) is mandated by Sections 69 and 70 of the New York City Charter to review all matters pertaining to the general welfare of the district in so far 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 Board. The Board will make recommendations to the Borough President and all the city agencies to which such recommendations are relevant.

Article II – Name:

The Name as this Board shall be known as: Community Board No. 14 Queens.

Article III – Area Served:

This Board shall serve the district as designated by the City Planning Commission and adopted by The Board of Estimate on January 1, 1977.

Article IV – Officers:

The Officers of the Board shall be the following:

1. Chair
2. 1st Vice Chair
3. 2nd Vice Chair
4. 3rd Vice Chair
5. 4th Vice Chair
6. Secretary

Article -V Officer’s Eligibility:

To be elected for any office of the Board, a member must first have been appointed to the Board by the Borough President of Queens, serve for a minimum of one year as a board member and attend a minimum of seventy five percent (75%) of meetings.

Article VI Nominations and election of Officers:

1. Following the reading of Article VI of the By-Laws, officers shall be elected by ballot at the first duly constituted meeting in January. Nominations shall be made by a Nominating Committee consisting of at least five (5) and no more than seven (7) members appointed by the Chair no later than by the November meeting of the prior year. Nominating Committee to present a Slate at the December meeting. Nominations may also be made from the floor by any member at the December meeting. Nominations will be closed at the December meeting and election to take place at the January meeting.
2. The candidate who receives the greatest number of votes cast for such office shall be deemed elected. In the event of a tie, a subsequent vote will take place for that office at the next meeting.
3. Every member of the Board attending the meeting shall vote by printed ballot and signed by the member casting the vote.
4. Three (3) tellers, members of the Nominating Committee, are to be appointed by the Chair. They will count the ballots and submit a signed report with the ballots attached thereto.
5. The term of office for all officers shall be a period of two (2) years. Officers may be re-elected following their term. An officer shall serve until his/her successor has been selected as specified in these By-Laws.

Article VII Duties of Officers:

(A) The Chair

1. Shall be the chief executive of the Board and oversee the operations of the District Office..
2. Shall preside at all regular and special meetings of the Board.
3. Shall have the right to call a special business session when deemed necessary or upon the written request of five (5) members of the Board within a reasonable length of time. If such meeting is called, an advance notice of ten (10) days shall be given to the members of the Board and to the Borough President.
4. Shall appoint all committees and their Chairs. Committees appointed by the Chair shall serve at the pleasure of the Chair.

5. Shall decide all questions of law and procedures pursuant to these By-Laws.
6. Shall have the discretionary right to invite a person to speak at a business session if deemed necessary for the proper operation of the Board.
7. Shall send a notice of the time, place and subject of a Public Hearing for all actions, for publication in the Calendar Office of City Planning.
8. Shall meet on a regular basis with the Chairpersons of all boards in Queens.
9. Shall serve in whatever capacity is required or mandated by law
10. Shall have the authority to convene Executive Committee meetings as needed.
11. Shall have the same voting rights as other members and not be restricted to voting only to break a tie.
12. Chair is ex officio of all committees.
13. Chair to perform all duties as prescribed by the By laws of CB14, the Charter of the City of New York and any other duties prescribed by law.

(B) The 1st Vice-Chair:

Shall have the same power, authority and duties of the Chair, in the absence of the Chair.

(C) The 2nd Vice- Chair:

1. Shall have the same power, authority and duties of the Chair, in the absence of the Chair and the 1st Vice-chair.

(D) The 3rd Vice- Chair:

1. Shall have the same power, authority and duties of the Chair, in the absence of the Chair, the 1st Vice-Chair and the 2nd Vice-Chair.

(E) The 4th Vice- Chair:

1. Shall have the same power, authority and duties of the Chair, in the absence of the Chair, the 1st Vice-Chair, the 2nd Vice-Chair and the 3rd Vice-Chair.

(F) The Secretary:

1. Shall perform those duties assigned by the Chairperson of the board
1. Shall review minutes of the monthly full board meeting for accuracy and omissions and submit them to the Chairperson.

Article VIII Committees:

1. The Executive Committee will meet quarterly.
2. The Executive Committee shall be limited to ten (10) members, shall be constituted of the elected officers of the Board and any Chair of the Board's committees who the Chair may select from time to time. In addition, all past Chairs who are still members of the Board shall be Executive Committee members emeritus.
3. The Chair shall appoint committees dealing with the following subjects: Executive, Budget, By-Laws/Commemorative/Membership, Economic Development, Environmental, Housing/Land-Use, Parks/Public Safety, Health/Social Services, Youth Services/Education, Transportation, Nominating Committee (Ad hoc).
4. A special committee without a specified term existence shall be deemed discontinued immediately following the annual board election next succeeding its creation, unless such special committee is specifically continued by a Resolution of the board.
5. The Chair may appoint ad hoc committees as is deemed necessary. The Chair may include on such committees qualified persons with a residence or significant interest in the community who are not members of the Board. Each committee shall have a member of the Board as its Chairs.
6. Each committee shall consist of a minimum of five (5) board members. A committee quorum is greater than fifty percent of its members .
7. Each committee shall make such investigations as it may deem necessary and report its findings and recommendations in writing to the Board.
8. All committees shall serve for one (1) year at the pleasure of the Chair.
9. It is incumbent upon each member to participate actively on at least two (2) committees and to attend all committee meetings as required except for a legitimate excuse when the member shall notify the district office

prior to the meeting. The committee Chair shall notify the Board Chair, in writing, of all members who have missed three consecutive committee meetings without prior excuse.

10. With consultation, a C0-Chair may call a committee meeting by requesting the district office to issue a meeting notice.
11. All meeting notice must emanate from the district office.
12. Except as provided by law, committee meetings shall be open to the public. If time allows, comments and questions may be permitted by the public at the discretion of the committee chair.
13. Each committee chair shall maintain an attendance list, minutes of each meeting, and the vote shall be recorded in the minutes. Any committee recommendation to the board must be approved by a majority of the committee members present and voting. A report shall be presented to the board by the committee chair or a designated person who was present at the meeting.
14. All committees shall meet a minimum of three (3) times a year with the exception of By Laws/ Commemorative/Membership, the Nominating Committee and the Budget Committee who will meet as needed.
15. Committee Chairs must present the sign in sheet to the District Office within three (3) days of committee meetings and written minutes/report within one week of the committee meetings.

Article IX Responsibilities of Community Board Members:

1. Shall attend all meetings, except for a legitimate excuse as defined by the Borough President when the member shall notify the Chair prior to the meeting. (a) The Chair shall notify the Borough President, in writing, with respect to all members who have missed three (3) consecutive, un-excused meetings, recommending removal from the Board.
2. Shall participate actively on at least two (2) committees.
3. Shall vote on all matters before the Board (See Article XVII 'Conflicts of interest')
4. Shall not speak for the Board unless duly authorized by the Board or by the Chair to do so.
5. Shall 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.
6. Shall vote in person and not by proxy on all matters that come before the Board.

Article X Quorum:

1. **Business Meetings** – 50% plus one (1) of the total appointed membership of the Board shall constitute a quorum for the transaction of business at meetings of the Board and shall be authorized to vote upon any measure which may come before it.
2. **Public Hearings** - A quorum for public hearing shall consist of 20% of the appointed members of the Board but in no instance fewer than seven (7) members. The minutes of a meeting at which a public hearing is held shall record the individual members present.

Article XI Vacancies:

1. In the event of death, resignation, discharge or the inability of any officer, each of the remaining officers will be elevated one position, pursuant to this Article. The remaining vacancy shall be announced and nominations taken at the first meeting subsequent to notice of said vacancy. The vote to fill the vacancy shall take place at the following meeting.
2. Vacancies on the Board 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. Unless it is a government holiday, the Board shall meet at least once a month except during the months of July and August, subject to change at the discretion of the Chair.
2. All such meetings shall be open to the public for observation only except that a period shall be set aside during which the public may speak for a time not to exceed thirty (30) minutes for comments and questions. Each speaker's time will be allocated proportionately by the number of speakers with a maximum of three minutes. No one speaker will speak more than three (3) minutes.
3. No new topic shall be introduced after 10:00pm and any new topic shall be held over until the next scheduled Board meeting. Any Agended item not discussed, will take precedence at the next board meeting. Meetings cannot be adjourned during active discussion of any Agended item.
4. The Board may close a business meeting to the public by a majority vote of the total membership, provided that

no final action shall be taken at such meeting. A closed meeting may be called only when the conditions of the Public Officers Law and the Open Meetings Law have been met.

5. No member of the Board may invite any person to address the Board without having first obtained such consent from the Chair or passed upon by the Board.

Article XIII Public Hearings:

1. Public Hearings shall be held in accordance with Article IV, Sec 4.030 of the Uniform Land Use Procedure (ULURP). The adoption of a recommendation shall be by recorded vote by a majority of the members during the presence of a quorum. A written recommendation shall be submitted promptly after adoption in accordance with Article IV, Sec. 4.064 of the ULURP.
2. Members of the Board may not participate in public debate other than to ask questions when recognized by the Chair.

Article XIV Agenda:

1. An agenda for a meeting shall be prepared by the Chair, a copy of which shall be forwarded to the Director of Community Boards.
2. The Chairperson Shall send an agenda to the Borough President's office not less than ten (10) days prior to the date of meeting.
3. Any member desiring to have the board consider a subject shall notify the Chair fifteen (15) days prior to the meeting.
4. An Agenda for each board meeting shall be Prepared by the chairperson. The agenda will contain a list of items for discussion. The agenda with the notice of time and place of the meeting and the minutes of the last meeting shall be sent to each member via email at least seven (7) business days before the regularly monthly meeting.

Article XV Removal officers:

Any officers of the Board may be removed from office by the board in the following manner:

1. 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 a 2/3 majority of the entire appointed membership of the Board.
2. If the motion is approved, the presiding officer who shall be the highest ranking (not the subject of removal proceedings) shall designate a three (3) member committee to investigate all allegations concerning the contemplated removal and report at the next meeting. Members of this committee shall include one (1) board 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.
3. Upon report of said committee, which must include a minority report, 3/4 of the entire appointed membership of the Board must approve the action at a special meeting called for that purpose.

Article XVI Voting by Board Members:

1. All votes on matters which come before the Board must be recorded in such a manner as to indicate how each member voted and shall be included in the minutes of the Board meeting except on those matters and votes which are not required to be made public under the Freedom of Information Law.
2. When a vote is taken, a majority of the members present who are entitled to vote must vote in the affirmative in order for the motion to pass. All members are deemed entitled to vote on matters before the Board unless specifically excluded by prevision of law.
3. Should Board members be excluded from voting, the number of members who are then entitled to vote is reduced and the majority required for passage is reduced accordingly. When a vote is taken, members not entitled to vote are not counted as abstaining but rather as present for the purpose of maintaining a quorum.
4. When the Board votes, a member's vote to "abstain" has the effect of the member "not voting yes" for the purpose of determining the outcome of the vote. There must be more "yes" votes than the combination of "no" votes and "abstentions" in order for a motion to be carried.

Article XVII Conflicts of Interest:

1. A member is not prohibited by the City Charter from having an ownership interest in or a position with a firm which may be affected by the Board's action on a matter.
2. No member may vote on any matter before the Board or committee which may result in a personal and direct

economic gain to the member or any person with whom the member is associated (to include a spouse, child, parent or sibling, or person with whom the member has a business or financial relationship)

3. Any member of the Board who is a City employee is prohibited from voting on any matter before the Board or committee which has been or may be considered by the member's agency. The member is free, however, to participate in discussion on such matter only after disclosing the nature and extent of the interest.
4. Participation in discussion on matters noted under paragraph 1, 2, and 3 does not create a conflict of interest under Chapter 68 of the City Charter, provided there is a prior disclosure before the Board concerning the nature and extent of such interest.

Article XVIII Amendments:

1. A motion to amend these By-Laws may be made at any meeting of the Board and if approved by a majority of the members present will be agended for consideration and action at the next meeting of the Board.

Article XIX Rules of Order:

1. The Board may adopt such rules which it deems necessary to its operation except where it conflicts with the rules and regulations under the New York City Charter: Open Meeting Law, Freedom of Information Law, Public Officers Law, etc.
2. Roberts Rules of Order shall govern all matters pertaining to Parliamentary Procedure that are not covered by these By-laws and New York City Charter.

Article XX Street Naming:

1. All street change nominations made to the Community Board must have a letter of support from the family of the person(s) being nominated.
2. The letter requesting the nomination must also include a biography of the person being proposed for the street re-naming. The biography must include how long the individual lived in Community Board 14, the relationship of the person to the proposed street in question, evidence of outstanding commitment he or she rendered to the community, civic association, house of worship, boards or other community groups that would warrant recommendation by the board to the City Council.
3. All nominations must be submitted with a letter of support from the local Civic Association. There being none, then a letter of support from a recognized Block Association or Tenant Association must be submitted.
4. A petition in favor of the street naming, listing the exact location, verbiage of the street naming with name, address, phone number and signature. The petition must have 75% of the residents on the block in favor of the proposed street renaming.
5. The board will only consider street naming requests of one block only.
6. The person under consideration must be deceased at least one year for consideration.
7. The request must have specific location of proposed street re-naming as well as verbiage of street re-naming.
8. All of the above information must be submitted to district office no later than March 31st each year for consideration and vote at out June Board meeting.
9. The Board will vote on the street re-naming once a year at its June meeting.
10. A superior majority vote is required to recommend a street re-naming to the City Council.