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BYLAWS of QUEENS COMMUNITY BOARD 2 VOTED JUNE 2, 2022

PART I: THE COMMUNITY BOARD

Article I: Name

1. This Board shall be known as Queens Community Board 2 (hereinafter referred to as “the Board”).

Article II: Area Served

1. The Board shall serve Community District 2 of the Borough of Queens (“Community District 2”) within the areas encompassed by the boundaries of such District that have been designated and adopted, and may be changed or modified, by the City Planning Commission according to law.

Article III: Purpose, Powers, and Duties

1. The Board shall carry out the purposes and duties mandated by the New York City Charter and such other laws, rules, regulations, and orders that are now in effect or may from time to time hereafter be adopted or amended.
2. The Board shall make recommendations to, cooperate with, consult, assist, and advise the Borough President of Queens, any public officer, agency, local administrators of agencies, or legislative body with respect to matters relating to the welfare of Community District 2 and its residents.

PART II: MEMBERS

Article IV: Appointment

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

“Serving the Communities of Long Island City, Sunnyside, Woodside, and Maspeth”

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

Article V: Duties and Responsibilities of Members

1. Members shall regularly attend meetings of the Board, including meetings of committees to which they are assigned.
2. Members must serve and actively participate on at least one committee.
3. Members unable to attend a meeting shall inform the Chairperson and District Manager prior to the meeting or as soon as possible; the member's absence shall be recorded as excused if due to illness, employment obligation, death in the family, family emergency, military or other compulsory service, religious observance, or planned vacation, or other reason at the discretion of the Chairperson.
4. Members shall participate in debate and vote on all matters before the Board or their appointed committee during their presence at any session thereof, except where a conflict of interest, as defined by Chapter 68 of the New York City Charter, is present.
5. Members must abide by the provisions of Chapter 68 of the New York City Charter and cannot use their position as a public servant to obtain private advantage for themselves or any individual, business, or organization with which they are associated.
6. Members are expected to vote and act in accordance with their understanding of the community's best interests.
7. Members are expected to devote their best effort toward understanding the issues that come before the Board or its committees.

Article VI: Removal of Members

1. Per the Charter of the City of New York, a member may be removed for cause by the Borough President of Queens or by a majority vote of the community board on which the member sits.
2. If the Chairperson determines, upon information and belief, that there may be cause to remove a member, then the Chairperson shall place the matter of the proposed removal of the member on the agenda of the next scheduled Executive Committee meeting. The member shall be provided notice at least ten (10) days prior to the Executive Committee meeting at which their potential removal will be discussed and will have an opportunity to be heard by the Executive Committee.

3. If a majority of the Executive Committee - with a quorum present - votes in favor to remove the member, the matter shall be placed on the agenda of the next regular meeting.
4. If a majority of the members of the Board at a meeting where a quorum is present then votes in favor of the member's removal, the member shall be removed from the board immediately.
5. After such a majority vote in favor of removal, the Borough President of Queens shall be notified.

Article VII: Public Members

1. Members of the public who are otherwise eligible to be a member of the Board through residence, business, professional, or other significant interest may be appointed by the Chairperson to serve on (but not chair) a committee, subcommittee, or working group, subject to the provisions of § 2800(i) of the New York City Charter. Such individuals shall be known as Public Members.
2. Public Members cannot make up more than 20 percent or two (2) persons (whichever is lower) of the overall membership of a committee, subcommittee, or working group.
3. Public Members shall regularly attend and actively participate in meetings of their assigned committee.
4. Public Members unable to attend a committee meeting shall inform the District Manager and relevant Committee Chair prior to the meeting or as soon as possible. The Public Member's absence shall be recorded as excused if due to illness, employment obligation, death in the family, family emergency, military or other compulsory service, religious observance, or planned vacation, or other reason at the discretion of the Chairperson.
5. Public Members shall participate in debate and vote on all matters before their appointed committee during their presence at any session thereof, except in instances where the Public Member has a conflict of interest, as defined by Chapter 68 of the New York City Charter.
6. Public Members must abide by the provisions of Chapter 68 of the New York City Charter and cannot use their position as a public servant to obtain private advantage for themselves or any individual, business, or organization with which they are associated.
7. Public Members are expected to vote and act in accordance with their understanding of the community's best interests.

8. Public Members are expected to devote their best effort toward understanding the issues that come before their assigned committee of the Board.
9. Public Members must abide by the provisions of these bylaws whenever applicable.
10. The Chairperson may remove a Public Member at any time.
11. The Chairperson shall endeavor to appoint Public Members to each committee with the goal of providing opportunities for members of less-heard constituencies to participate in the work of the Board as well as to afford opportunities for those with specific technical expertise to support board work.

PART III: OFFICERS

Article VIII: Officers and Eligibility

1. The officers of the Board shall be Chairperson, First Vice Chairperson, Second Vice Chairperson, Secretary, Treasurer, and Parliamentarian.
2. To be eligible for election as an officer of the Board a member:
 - a. Attended at least two-thirds of meetings of the board and committees to which they have been assigned (if applicable) in the prior year in their capacity as member, public member and/or guest.
 - b. Shall not concurrently serve as an employee of the offices of the Mayor of the City of New York or Governor of the State of New York in a paid position.
 - c. Shall have served no more than four prior terms in the office sought.
 - d. Shall announce their intention to seek office at the November meeting.
3. To be eligible for election as chairperson or 1st vice chairperson, a member in addition must have completed at least one (1) full year as a member of the Board in the prior year.

Article IX: Nominations and Election of Officers

1. At the November Regular Meeting, a member seeking an office must announce their candidacy. Each member may be a candidate for only one office. Each member seeking office shall be given up to two (2) minutes to address the full membership of the Board at the November meeting regarding their candidacy. In the event a member intending to seek office is not able to be present at the November Regular Meeting, the member must inform the Chairperson and District Manager prior to the November Regular meeting which office the member is seeking and may provide a short written statement regarding their candidacy, and the Chairperson shall provide notice of the member's candidacy and the member's statement to the Board at the November Regular Meeting.

2. At the December Regular Meeting, the election of officers shall occur. For any uncontested office, the membership may vote by acclamation. If there are multiple uncontested offices, the membership may vote by acclamation for a slate of officers whose offices are uncontested. For contested offices, voting shall be conducted through a secret ballot, although the District Manager shall retain all ballots and each member's vote will be reported in the published minutes of the meeting. Elections for each office shall occur in the order that officers are listed in Article VIII, Section 1.
3. No candidate for office shall be deemed elected unless the candidate has received a majority of votes cast for such office. The Board shall use a ranked-choice system to elect candidates, which shall operate according to the following procedures:
 - a. The ballot shall give voters the option of assigning their vote to candidates in a ranked order of preference.
 - b. If a candidate receives a majority (over 50 percent) of first-preference rankings, that candidate is elected.
 - c. If no candidate receives a majority of first-preference rankings, an instant runoff shall occur. The instant runoff shall be conducted in rounds. In the first round, the candidate with the least number of first-preference rankings will be eliminated from contention for the office, and the vote of each member whose ballot listed the eliminated candidate as their first preference shall be reallocated to the candidate listed as the second preference. This process shall repeat until one candidate has received a majority of votes and is therefore elected.
4. Terms for officers shall be one year, running from January 1 to December 31 of the year following the election.

Article X: Duties of Officers

1. The Chairperson:
 - a. Performs all duties as described in the City Charter and prescribed by law.
 - b. Receives from City agencies, pursuant to the City Charter, calendars, notices of meetings, and applications, and refers such matters to the appropriate committees.
 - c. Attends any meetings required by the Mayor or the Borough President, or designates an appropriate officer, committee chair, or member to attend.
 - d. Sets the agenda for Board and Executive Committee meetings.
 - e. Presides over full Board and Executive Committee meetings.

- f. Represents and stands for the Board and performs all necessary functions according to decisions made by the Board, including communicating with government agencies.
- g. Authenticates all acts, orders, and proceedings of the Board, including the countersigning of all letters of whatever nature going from the Board; or designates, in writing, an appropriate officer to act as designee.
- h. Acts as the sole spokesperson for the Board to the news media, government agencies, and the public at large; or designates, in writing, an appropriate officer to act as designee.
- i. Appoints or removes committee members and committee chairpersons from committees.
- j. Creates working groups in consultation with the Executive Committee.
- k. Prepares and delivers the Chairperson's report at meetings of the Board.
- l. Supervises the District Manager in consultation with the Personnel Committee.
- m. Prescribes procedures that enable committees to work effectively.
- n. Is a voting member of the Board and Executive Committee.

2. The First Vice Chairperson:

- a. Shall, in the absence of the Chairperson, preside at meetings of the Board.
- b. Assists the Chairperson when necessary and as required.
- c. Shall perform additional tasks at the discretion of the Chairperson.
- d. Is a voting member of the Board and Executive Committee.

3. The Second Vice Chairperson:

- a. Shall, in the absence of the Chairperson and the First Vice Chairperson, preside at meetings of the Board.
- b. Assists the Chairperson and First Vice Chairperson when necessary and as required.
- c. Shall perform additional tasks at the discretion of the Chairperson.
- d. Is a voting member of the Board and Executive Committee.

4. The Secretary:

- a. Shall serve as the recording officer of all meetings of the Board and Executive Committee and must certify the final version of minutes of meetings of the Board and Executive Committee.

- b. Confirms the existence of a quorum at all meetings of the Board and Executive Committee.
- c. Shall, in the absence of the Chairperson, the First Vice Chairperson, and the Second Vice Chairperson, preside at meetings of the Board.
- d. Shall perform additional tasks at the discretion of the Chairperson.
- e. Is a voting member of the Board and Executive Committee.

5. The Treasurer:

- a. Shall review and report to the Board on its operational budget on a quarterly basis
- b. Shall prepare a proposed operational budget in writing and submit it to the Board for approval prior to each fiscal year.
- c. Shall perform additional tasks at the discretion of the Chairperson.
- d. Is a voting member of the Board and Executive Committee
- e. In the absence of the chairperson, first and second vice chairpersons, and secretary, the treasurer shall preside at the regular monthly meeting or at any special or emergency meeting of the Board.

6. The Parliamentarian:

- a. Shall be responsible for developing a working knowledge of these Bylaws, pertinent sections of the Charter of the City of New York, and Robert's Rules of Order.
- b. Shall rule on all questions of procedure referencing Robert's Rules of Order; all such rulings can, however, be challenged by motion by any Board member and, upon the vote of the majority of the Board, shall be overruled.
- c. Shall not be prohibited from making, debating, or voting on motions before the Board, although when a motion is made by the Parliamentarian, all questions of parliamentary procedure shall be ruled on by the Chairperson, although rulings on parliamentary procedure by the Chairperson shall also be subject to challenge by the motion of any Board member and overruled by a majority vote of the Board.
- d. Shall perform additional tasks at the discretion of the Chairperson.
- e. Is a non-voting member of the Executive Committee.

Article XI: Removal of Officers

1. Any officer of the Board may be removed from office for cause in the following manner:

- a. A member may move to institute removal proceedings against an officer at any Regular Meeting of the Board. Approval of such motion must be made by two-thirds (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.
- c. Upon the report of said committee, which must include a minority report, three-quarters (3/4) of the entire appointed membership of the Board must approve the motion for removal at a Special Meeting called for that purpose.

Article XII: Officer Vacancies

1. Should a vacancy occur (through, *e.g.*, death, disqualification, removal, or resignation) in the office of the Chairperson, the First Vice Chairperson will assume the office of Chairperson and the Second Vice Chairperson will assume the office of First Vice Chairperson. If the First Vice Chairperson is unable to assume the office of Chairperson, the Second Vice Chairperson shall assume the office of Chairperson, and the office of Second Vice Chairperson shall be filled by appointment from the Chair to serve as Second Vice Chairperson until the next regular election.
2. Should a vacancy occur (through, *e.g.*, death, disqualification, removal, or resignation) prior to the September Regular Meeting in any office other than the office of Chairperson, a special election shall be held to elect a member to serve the remainder of the term of the vacated office. Members intending to seek the vacant office must announce their candidacy at the next Regular Meeting following the vacancy. In the event a member intending to seek the vacant office is not able to be present at the next Regular Meeting following the vacancy, the member must inform the Chairperson and District Manager prior to the next Regular Meeting following the vacancy of their intention to seek the vacant office and may provide a short written statement regarding their candidacy, and the Chairperson shall provide notice of the member's candidacy and the member's statement to the Board at the next Regular Meeting following the vacancy. The special election shall occur at the subsequent Regular Meeting, although if the subsequent Regular Meeting is the September Regular Meeting, the Chairperson may call for a Special Meeting prior to the September Regular Meeting to conduct the special election. The special election shall be conducted in the same manner described in Article IX, Sections 2 and 3. The replacement officer will assume office immediately upon election.
3. Should a vacancy occur (through, *e.g.*, death, disqualification, removal, or resignation) at or following the September Regular Meeting in any office other than the office of Chairperson, the Chairperson may appoint a member to serve the remainder of the term of the vacant office.

PART IV: COMMITTEES

Article XIII: Executive Committee

1. The Executive Committee of the Board shall be a standing committee consisting of the officers of the Board.
2. The Executive Committee may not transact business on behalf of the full Board, except as otherwise provided in this Article.
3. The Executive Committee is required to meet a minimum of four (4) times annually, and at least once per calendar quarter.
4. A primary responsibility of the Executive Committee shall be to coordinate the actions of the Standing Committees.
5. The Executive Committee shall, in cooperation and coordination with the District Manager, direct the Board's internal budget and spending.
6. The Executive Committee shall also be responsible for assembling information, monitoring the status, setting priorities, and making recommendations to the Board regarding the City's capital and expense budgets. The Executive Committee shall also plan and conduct public hearings on budget matters, coordinate the Board's participation in district and borough budget consultations and hearings before the City Planning Commission and the City Council.
7. The Executive Committee shall review regular Board and Standing Committee attendance records and shall be responsible for encouraging Board Members to attend meetings regularly, to otherwise fulfill Board responsibilities, and to conduct themselves in accordance with the rules and best interests of the Board.
8. The Executive Committee is empowered to act on behalf of the Board in emergency situations only. For purposes of this provision, "emergency situations" are those in which immediate action is required before the next regularly scheduled Board meeting and it is not possible to convene a special meeting of the Board. Any action taken by the Executive Committee under this provision shall be ratified by the Board at its next regularly scheduled meeting.

Article XIV: Personnel Committee

1. The Personnel Committee shall be a standing committee consisting of the members of the Executive Committee and up to three additional members of the Board, as nominated by the Chairperson and confirmed by the Executive Committee, annually.
2. The Chairperson shall serve as the Chair of the Personnel Committee.

3. In order to assist the Chairperson in their supervision of the District Manager, the Personnel Committee shall be responsible for the development and annual revision of a statement of duties for the District Manager, as well as the design of an annual evaluation process for the District Manager consistent with the New York City Charter and all applicable laws and regulations.
4. In consultation with the District Manager, the Personnel Committee shall be responsible for the development and administration of an annual evaluation process for employees supervised by the District Manager that is consistent with the New York City Charter and all applicable laws and regulations.
5. In consultation with the District Manager, the Personnel Committee shall be responsible for developing a process for soliciting applications and interviewing and hiring candidates for employment by the Board that is consistent with the New York City Charter and all applicable laws and regulations.
6. The Personnel Committee shall advise the Chairperson on personnel matters as needed.

Article XV: Other Committees

1. The Board shall have such committees as are necessary to hear and debate the issues in the Community District. Standing committees shall include but are not limited to:
 - a. Executive Committee
 - b. Personnel Committee
 - c. Capital & Expense Budget Committee
 - d. Land Use and Housing Committee
 - e. City Services and Public Safety Committee
 - f. Transportation Committee
2. The Chairperson, in consultation with the Executive Committee, shall establish or dissolve other such committees in accordance with the needs of the Community District and the priorities of the Board.
3. The Chairperson shall establish a committee tasked with reviewing and recommending revisions to these Bylaws at least once every four years.

Article XVI: Committee Membership and Procedures

1. Committees shall have no fewer than five appointed and voting members.
2. Committee members shall be selected and appointed by the Chairperson in consultation with the Executive Committee.

3. Each committee member (excluding non-voting members) shall have one vote.
4. The Chairperson shall serve as a non-voting member of each committee, except for the Executive Committee, Capital Expense and Budget Committee, and the Personnel Committee, in which the Chairperson shall have a vote.
5. Each committee shall have at least one committee chair. The committee chair(s) cannot be a Public Member. The Chairperson shall appoint all committee chairs.
6. The Chairperson may remove any committee member or committee chair at any time after consultation with the executive committee.
7. Committees are required to meet a minimum of four (4) times annually, and at least once per calendar quarter.

Article XVII: Working Groups

1. Upon recommendation of the Chairperson, the Executive Committee, or the full Board, a Working Group may be established to examine and report on issues that arise from time to time outside the responsibility of a standing committee.
2. A Working Group shall exist only for the period of time necessary to accomplish the task or tasks assigned to it, as determined by the Chairperson.
3. The Chairperson shall select and appoint all members of a Working Group. A Working Group shall have at least one appointed member of the board with a minimum of two individuals.
4. The Chairperson shall designate one (1) member of the Working Group to serve as the coordinator of the Working Group. The coordinator shall submit to the Executive Committee accurate records of Working Group meetings.

PART V: MEETINGS AND HEARINGS

Article XVIII: Regular Meetings

1. The Board shall hold a Regular Meeting each month, except in July and August, during which months the decision of whether to hold a meeting shall be at the discretion of the Chairperson.
2. Each Regular Meeting shall be separated into a Public Session and Business Session.

3. The Public Session shall be held at the beginning of the meeting for up to one hour, during which time shall be set aside to hear from the public. The Chairperson may limit the number of speakers on the same topic. Each speaker shall be limited to a period of no more than two minutes, which can be extended at the discretion of the Chairperson.
4. The Business Session will take place following the Public Session. During the Business Session, only Board Members may debate the issues on the agenda and vote on those issues.

Article XIX: Public Hearings

1. The Board shall hold Public Hearings regarding applications subject to the Uniform Land Use Review Procedure (ULURP) in accordance with the requirements of the Charter of the City of New York. Per ULURP, the Board shall hold a Public Hearing regarding such an application and adopt and submit a written recommendation concerning said application within sixty (60) calendar days following the Board's receipt of the complete application.
2. The Board shall hold monthly Public Hearings in accordance with the provisions of the New York City Charter that may or may not coincide with the regular monthly meetings and/or ULURP reviews.

Article XX: Special Meetings

1. The Board may hold Special Meetings, which is a meeting of the full membership of the Board on an occasion other than a Regular Meeting.
2. A Special Meeting may be held at the request of the Chairperson or upon a resolution adopted by the board membership at a Regular Meeting.

PART VI: QUORUM AND VOTING

Article XXI: Quorum

1. At Regular Meetings and Special Meetings, fifty (50) percent of the members of the Board plus one (1) shall constitute a quorum for the transaction of business.
2. At Public Hearings, a quorum consists of twenty (20) percent of the members of the Board, but in no event shall be fewer than seven (7) members.
3. At committee meetings, fifty (50) percent of the voting members of the committee plus one (1) shall constitute a quorum for the transaction of business.

Article XXII: Voting

1. Whenever any act is authorized to be done or any determination or decision made by the 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. Each appointed member of the Board shall be entitled to one (1) vote.
3. Board members may not vote by proxy.
4. The vote of each member for each vote taken shall be recorded in the meeting minutes.

PART VII: THE DISTRICT MANAGER

Article XXIII: The District Manager

1. Within the budgetary appropriations and in accordance with the New York City Charter, the Board shall hire a District Manager, who shall be responsible for the operation of the District Office, including the regular direction and supervision of employees of the Board.
2. The District Manager shall be present at all Regular Meetings, Special Meetings, Public Hearings, and Executive Committee meetings, and may be present at all other committee and Working Group meetings.
3. The District Manager shall further:
 - a. Manage the capital and expense budget process for the Board.
 - b. Have responsibility for processing service complaints.
 - c. Preside at meetings of the District Service Cabinet.
 - d. Perform such other duties as assigned by the Chairperson in consultation with the Personnel Committee.

PART VIII: OPEN MEETINGS AND TRANSPARENCY

Article XXIV: Open Meetings

1. All Regular Meetings, Special Meetings, Public Hearings, and committee meetings (including Executive Committee meetings) shall be open to public observation in accordance with the provisions of the New York State Open Meetings Law.

Article XXV: Public Notice, Agenda, and Minutes

1. Prior to each meeting at a time greater to or equal to the minimum allowed by the New York City Charter, a notice of the time, date, and location of each meeting shall be posted publicly on and off-line.
2. Prior to each meeting, an agenda shall be posted online.
3. Subsequent to each meeting, minutes shall be posted online.
4. The Board shall maintain a website, accessible in multiple languages, where the public can access relevant information as well as notices, agendas, and minutes.

Article XXVI: Executive Session

1. Upon a motion made in an open session identifying the general subject of discussion and a majority vote of the Board (at a meeting of the Board where a quorum is present) or committee (at a meeting of the committee where a quorum is present), the Board or committee may enter into an executive session that is closed to the public, provided that the executive session is permissible as per the New York State Open Meetings Law and that no action shall be taken to appropriate public monies during the executive session.
2. Any member of the Board and any other persons authorized by the Chairperson in consultation with the Executive Committee shall be permitted to attend the executive session.

PART IX: PROHIBITED CONDUCT BY BOARD MEMBERS

Article XXVII: Statements on Behalf of the Board

1. Only the Chairperson or a member or employee authorized by the Chairperson shall speak on behalf of the Board.

Article XXVIII: Statements on Board Matters

1. Any member who makes a statement publicly regarding a matter that has been or will be considered by the Board must also state at the time that they are not making the statement on behalf of the Board.

PART X: AMENDMENTS AND RULES

Article XXIX: Amendments

1. These bylaws may be amended by a majority vote of the Board.

2. No amendment of these bylaws may be considered except at a Regular Meeting.
3. Notice of proposed bylaw amendments and the substance and effect thereof shall be delivered to all members no later than thirty days preceding the meeting at which the amendments will be considered.

Article XXX: Rules

1. Queens Community Board 2 may adopt rules and policies that it deems necessary except where such rules and policies conflict with these bylaws, the New York City Charter, or other relevant laws, regulations, or orders.
2. The most recent edition of Robert's Rules of Order shall govern all matters of parliamentary procedure that are not addressed by these bylaws, the New York City Charter, or other relevant laws, regulations, or orders.
3. In the event that any provision of these bylaws is found to be invalid, such invalidity shall not impair the validity and enforceability of the remaining provisions of these bylaws.
4. All members, public members, and staff must treat other members, community members, representatives of city, state, and federal agencies, elected officials, and all others with respect and courtesy and adhere to any and all rules, regulations and codes of conduct provided by Borough Hall and the City and State of New York.