



COMMUNITY BOARD # 4Q

Serving: Corona, Corona Heights, Elmhurst, and Newtown

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Corona, New York 11368

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Donovan Richards
Queens Borough President

Marialena Giampino
Chairperson

Ebony Young
Deputy Borough President

Christian Cassagnol
District Manager

BY-LAWS OF COMMUNITY BOARD #4 QUEENS

ARTICLE I

PURPOSE

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

Specific responsibilities for the Community Board include, but are not limited to:

- 1 Public hearings and reports to the City Planning Commission as the first step in the new Uniform Land Use Review Procedure for reaching decisions on local zoning. City map changes, capital project site selections, franchises, acquisitions, and dispositions of City property and other important matters.
- 2 Public hearings and reports to the City Planning Commission on comprehensive plans involving the district.
- 3 Public hearings and reports to the Board of Standards and Appeals on zoning variances and certain special permits with the right to appeal the decisions.
- 4 Consultation with City agencies in the development of their departmental estimates for the Expense and Capital Budgets and Capital Programs.
- 5 Public hearings and advice to the Council and Mayor on the departmental estimates and/or pending legislation.
- 6 Monitoring the performance of City service agencies in the district.
- 7 Reviewing and advising on the scope, designs, and progress of capital projects.
- 8 Providing an information and complaint service center.

ARTICLE II

MEMBERSHIP

1. Description of Board makeup and nomination/appointment process taken from NYC Charter and Borough President's website.
2. Members serve without compensation.
3. All members shall serve on the Board in their capacity as private citizens only. Their actions shall not be instructed by, or responsible to, any other organization or entity with which they may be affiliated.

ARTICLE II

MEMBERSHIP (cont'd)

- a. All Members shall seek to adhere to the principle of good governance, honesty, accountability, and the avoidance of conflicts of interest, both perceived and actual.
- b. Any Member participating in the Board’s consideration of a matter that would generate a personal economic gain, or other conflicts of interest, shall state the nature of the conflict and shall not be entitled to vote on such matters. Such member shall be marked “present but not entitled to vote.” This shall not adversely affect the quorum nor shall this be counted as an abstention.
- c. Unless expressly designated to do so by the Board Chairperson, any member appearing before a governmental body, or otherwise making a public statement, shall not appear or speak in his or her capacity as a member of the Board. However, without express authorization, if the Member states he or she is a member of the Board, the Member must also state that he or she is doing so for identification purposes only.

ARTICLE III

NAME:

The name of this board shall be known as:
COMMUNITY BOARD NO. 4 QUEENS (CB4Q)

ARTICLE IV

AREA SERVED:

This Board shall serve the community within the areas designated by the City Planning Commission, and adopted by the Board of Estimate on January 1, 1977. The boundaries of the area served are as follows: Roosevelt Avenue to the North, Flushing Meadow-Corona Park to the East, Horace Harding Expressway to the South, and the New York Connecting Railroad to the West.

ARTICLE V

OFFICERS

The officers of the Board shall be the following:

- 1 Chairperson
- 2 1st Vice Chairperson
- 3 2nd Vice Chairperson
- 4 Executive Secretary
- 5 Treasurer
- 6 At Large Directors (4) Four

ARTICLE VI

OFFICERS ELIGIBILITY

All candidates must be appointed Members who have served on the Board at least one (1) year prior to being nominated for the position, and must be in good standing; good standing shall mean that they are not subject to removal for cause.

ARTICLE VII

NOMINATION AND ELECTION OF OFFICERS

Nominating committee shall be formed at the October meeting every two years. The purpose of the Nominating Committee shall be to canvas the Board to determine viable candidates for office.

- 1 Two (2) members to be appointed by the Chairperson.
- 2 Three (3) members who have served on the Board for a minimum of one year shall be nominated and elected randomly by the number of entries sent into the Board office prior to October 7.
The entries will be placed into a box and randomly selected.
- 3 The committee shall meet and elect a Chairperson of the Nominating Committee.
4. In the event that any Nominating Committee members cannot fulfill their duty, the Board Chairperson shall replace said member(s) with another Board member of his his/her choosing.
Should that not be possible it may be necessary for the Board Chairperson to attend the Nominating Committee meeting only as a standby to break a tie.
5. The Board Chairperson would not participate in the actual selection or nominations.
- 5A. In the event of a tie in the selection process of an officer(s) position, the Board Chairperson would cast the tie-breaking vote; and
- B. Only in the event there was not enough time to appoint/elect a Nominating Committee replacement member(s) within 72 hours preceding the meeting date.
6. The committee shall present its report of candidates for the various offices at the November meeting.
7. Anyone interested in running for any office may announce their candidacy by contacting the Board office prior to October 20th.
8. The candidate who receives the greatest number of votes cast for such office shall be deemed elected.
9. Every member of the Board shall be entitled to one (1) vote via electronic methods.
- 10 Term of office shall be two years commencing on January 1.
- 10A Officers serving more than half a term counts as serving a full term for the purpose of term limits-as noted in Roberts Rules of Order.
- 11 No officer shall retain the same elected office for more than (3) successive two (2) year terms.
- 12 Election of officers shall be conducted every two (2) years.

BY-LAWS OF COMMUNITY BOARD #4 QUEENS

ARTICLE VIII

DUTIES OF OFFICERS

(a) The Chairperson

- 1 Shall be the Chief Executive Officer of the Board.
- 2 Shall preside at all regular and special meetings of the Board.
- 3 Shall have the right to call a special and/or executive session and/or a public hearing when deemed necessary or upon the written request of 20% of the Board within a 30 day period. If such meeting is called within (10) ten days, advance notice should be given to the members of the Board and the Borough President.
- 4 Shall have the authority to waive a public hearing after getting permission of a quorum of a majority of the appointed members of the Board present.

- 5 Shall have the authority to appoint all committees and their Chairpersons. Such committees as appointed by the Chairperson shall serve at the pleasure of the Chairperson. All Board Members appointed to serve as Committee Chairpersons must have served as Members of the Community Board for at least one full year prior to their appointment as Committee Chair. Within their first year they must have attended at least six full board meetings to also be considered for the position.
- 6 Shall have the power to decide all questions of law and procedures pursuant to these By Laws.
- 7 Shall have the right, at his or her discretion, to invite a person to speak at an Executive Session, if he or she deems it necessary to the proper operation of the Community Board.
- 8 Shall be an ex-officio member of all committees.
- 9 Shall turn over all records to his or her successor.
- 10 Shall send an agenda to the Borough President's office with sufficient time allotted for the distribution (10) calendar days prior to the meeting.
- 11 Shall serve on the Borough Board.
- 12 Shall serve in whatever capacity is required or mandated by law.
- 13 Shall have overall supervisory responsibility for the Community Board staff.
- 14 Shall appoint a parliamentarian:
An expert in the rules and usages of a Deliberative Assembly

(b) THE 1ST VICE CHAIRPERSON

- 1 Shall assist the Chairperson as requested or required.
- 2 Shall succeed the Chairperson until a special election is conducted if the Chairperson can no longer serve before his or her term has expired.
If the 1st Vice Chair is unable to serve, then the 2nd Vice Chair shall succeed the Chairperson.

(c) THE 2ND VICE CHAIRPERSON

- 1 Shall assist the Chairperson as requested or required.
- 2 Shall succeed the Chairperson until a special election is conducted if the Chairperson can no longer serve before his or her term has expired and the 1st Vice Chair is unable to serve. If the 2nd Vice Chair is unable to serve, then the Executive Committee shall appoint a temporary Chairperson from the members of the Board to serve as Chairperson until the special election is conducted.

(d) THE SECRETARY

- 1 Shall keep the Board's official roster and call the roll where required.
- 2 Shall assume the duties of the Chair, 1st Vice Chair, and 2nd Vice Chair are absent from the meeting.
- 3 Shall perform such other functions as assigned by the Chairperson.

(e) THE TREASURER

- 1 It shall be the duty of the Treasurer:
Shall perform those functions as provided in the City Charter, or required by law, and such other duties as the Chairperson, from time to time, shall assign, including but not limited to:
- 2 Shall oversee use of Community Board 4 funds, including but not limited to Income from the City of New York and from fundraising activities and

Any related expenses, to ensure that funds are used in accordance with Board directives, OMB guidelines, and all applicable laws, regulations, or other requirements.

- 3 Shall maintain all financial records of the Board.
- 4 Shall make available to Board members and the public, financial information in accordance with the requirements of the Freedom of Information Act, The City Charter, and the Public Officers' Law.
- 5 Shall review audits of the Board's expense accounts, and submit a report to the Board every March and November.
- 6 Shall perform such other functions as assigned by the Chairperson.

(f) AT-LARGE DIRECTORS

At Large Directors shall serve as members of the Executive Committee with full voting power. (The number will be four).

- 1 Shall perform various duties assigned by the Chairperson.

ARTICLE IX. COMMITTEES

- 1 The Chairperson shall appoint all committees.
2. Prepare and follow-up the Board's requests regarding Capital Expense/Needs Statement.
3. Community Board 4's committees and their jurisdictions are outlined as follows:

EXECUTIVE BOARD - The Executive Board will consist of the Community Board Officers and is charged with the following responsibilities:

- 1A. The hiring of the District Manager. The Executive Board will follow the guidelines and requirements promulgated by the NYC Department of Personnel for the position of District Manager. The Executive Board will review resumes, and interview qualified candidates. The Executive Board will submit the three best qualified candidates to all the Community Board members. Community Board members will have an opportunity to review the resumes of these candidates. At the regular monthly meeting, all Board members will have the opportunity to ask one question to each candidate. The entire Board will vote for District Manager by secret ballot. The votes will be tallied and counted by the Executive Board in an open forum at that meeting.
- 1B. The candidate who gets a majority of the votes will become District Manager. In the event none of the three candidates gets a majority of the votes, the Board will conduct a runoff vote between the two Candidates with the most votes. The candidate with the most votes in the runoff will become the District Manager.
- 2 Conduct an annual review and evaluation of the District Manager.
3. May also request analyses, reports, and recommendations from functional Committees.
4. Shall meet monthly as needed but not less than (3) three times a year.
5. Reporting of all Executive Board meetings to the entire Community Board by the Chairperson or his/her designee.

UNIFORM LAND USE REVIEW PROCEDURE (ULURP), COMMITTEE

--handles all proposals that come before the Board under the ULURP sections of the City Charter including but not limited to ensuring that the Board is aware of all the facts, runs the required public hearings, and files the necessary technical reports with the appropriate agencies. Monitors the activity of the City Planning Department and investigates all proposals for changes in the zoning and land use. It will also serve as an advisor to the Board for all technical issues, particularly engineering and architecture. Has oversight responsibilities for relevant agencies including but not limited to: Department. of Buildings, the Department of Housing Preservation and Development, the Landmarks Preservation Commission, the Office of Economic Development Corporation and the Office of Labor Relations. Must monitor the status of our housing stock and economic base and make recommendations when necessary.

ARTICLE IX.

COMMITTEES

ENVIRONMENTAL COMMITTEE –

--has oversight and responsibility for all pollution and sanitary-related matters including but not limited to, service delivery areas such as garbage pickup, sewer maintenance, and water supply.

HEALTH AND HUMAN SERVICES COMMITTEE

--has oversight and responsibility for all health and human services-related matters including but not limited to, medical and social service programs.

CONSUMER AFFAIRS, ECONOMIC DEVELOPMENT and BUSINESS LICENSING COMMITTEE

--has oversight and responsibility for all consumer affairs matters including but not limited to: Department Of Consumer and Worker Protection (DCWP), US Postal Service (USPS), small businesses, street vendor and economic development, and recommendations to the New York State Liquor Authority (NYSLA) and Office of Cannabis Management (OCM).

PARKS, CULTURAL AFFAIRS, AND HISTORICAL PRESERVATION COMMITTEE

--has oversight and responsibility for any parks and cultural affairs related matters including but not limited to: Dept. of Parks and Recreation, Green Thumb, and Dept. Of Cultural Affairs.

PUBLIC SAFETY AND HOMELAND SECURITY COMMITTEE–

--has oversight and responsibility for all Police (NYPD), Fire Department (FDNY), and criminal justice related matters including but not limited to: homeland security, fire protection, and New York City Emergency Management (NYCEM)

TRANSPORTATION COMMITTEE

--has oversight and responsibility for any Transportation related matters including but not limited to: highway maintenance, pedestrian safety and mass transit.

YOUTH SERVICES COMMITTEE –

--has oversight and responsibility for any youth related matters including but not limited to: recreational programs, Department of Education (DOE), drug programs, and youth services.

ARTICLE IX. (continued)

COMMITTEES

BY-LAW COMMITTEE – A By-Law committee will be appointed by the Chairperson to receive and review all information regarding Community Board meeting procedures, issues from the NYC Charter, and proposed Amendments from time to time.

OTHER COMMITTEES – The Chairperson may appoint such other Task Force/committees as he/she deems necessary.

BOARD COMMITTEE MEMBERSHIP AND RESPONSIBILITIES

- a. The Board Chairperson may include on any committees, persons with a residence or significant interest in the community who are not members of the Board. Each such committee shall have a member of the Board as its Chairperson-appointed by the Board-Chairperson. The Committee Chairperson and Vice-Chairperson must be members of the Board.
- b. The committee shall make such investigations as it may deem necessary and report its findings and recommendations, in writing, to the members of the Board.
- c. All committee members shall serve for (1) year at the pleasure of the Chairperson.
- d. A report of all committee meetings will be forwarded to the Board Chairperson prior to the next regular meeting.
- e. All Committees shall meet monthly as needed, but not less than three times a year.
- f. Committees shall elect Vice-Chairs to the respective Committee.
- g. Public members shall complete a committee membership application subject to the Board Chairperson's approval.
- h. Public members will have full voting power of the specified committee on which they serve.
- i. In no event shall appointed Public members outnumber Board Committee Members.
- j. Members of the same immediate Family (i.e., parents, children, spouses grandparents, brothers, and sisters) may not serve on the same Committee. This shall apply to Board Members and Public Members alike, (cousins, uncles, aunts, nieces, and nephews are not considered members of the same immediate family.) This does not exclude immediate family members from attending public Board or public

Committee meetings or from submitting public testimony or comments during a public forum.

ARTICLE X

RESPONSIBILITIES OF COMMUNITY BOARD MEMBERS

- 1 A All Members shall attend all monthly Board meetings.
- B If any member needs to arrive after the start or leave prior to adjournment of the monthly Board meeting, the Member must notify the Board Chairperson/staff.
- C All Members shall notify the Board Chairperson/staff if they cannot attend a monthly Board meeting.
- D No member shall exceed the following absences, otherwise they will be notified about possible removal from the Board. Some absences might be excused for good cause, determined by the Chairperson.
 - 3-Regular Board Meetings during the calendar year
 - 2-Public Hearings during the calendar year
 - 2-Committee Meetings during the calendar year
- 2 The Chairperson shall notify the Borough President in writing, of all members with excessive absences and tardiness, for possible removal from the Board.
- 3 Must participate actively on at least one committee and attend monthly Board meetings, Committee meetings, and Public Hearings.
- 4 Shall vote in person on all matters before the Board, except where there is a conflict of interest.
- 5 Shall not speak for the Board unless duly authorized by the Board or the Chairperson to do so.

ARTICLE XI

QUORUM

1 ALL MEETINGS

50% plus one (1) of the total appointed membership of the Board shall constitute a quorum for the transaction of business at ALL meetings of the Board and shall be entitled to vote upon any measure which may come before it.

2 PUBLIC HEARINGS

A quorum for a Public hearing shall consist of 20% of the appointed members of the Board, but in no event fewer than seven (7) such members.

- a. The minutes of a meeting at which a Public Hearing was held shall record the individual members present.

ARTICLE XII

VACANCIES

- 1 In the event of the death, resignation, discharge, or the inability of any officer, a Nominating Committee will be formed at the next regular Board meeting and the election shall proceed as contained in ARTICLE VI (NOMINATION AND ELECTION OF OFFICERS) of the By Laws.
- 2 Vacancies shall be filled by the Borough President for the remainder of the unexpired term of a Board member in the same manner as regular appointments.

ARTICLE XIII MEETINGS OF THE BOARD

- 1 The Board shall meet at least once a month, except during July and August which shall be at the discretion of the Chairperson.
- 2 All such meetings shall be open to the public for observation only. In addition, such meetings shall be attended by duly appointed members of the Board, elected officials or their representatives and any other city agencies.
- 3 A Community Board may go into Executive Session at a regular meeting pursuant to the Open Meeting Law.
- 4 Any Board members wishing to speak during the Public Forum must adhere to the three (3) minute speaking time and the Chairperson’s discretion shall prevail.
- 5 No Board member may invite any person to address the Board without first having obtained such consent from the Chairperson or voted on by the Board.
- 6 All votes of members shall be recorded and be a matter of public record, i.e. Total For _____ Total Against _____ Total Abstentions _____.

ARTICLE XIV PUBLIC HEARINGS

- 1 Public hearings shall be in accordance with Article IV, section 4.030 of the Uniform Land Use Review Procedure. At the conclusion of any Public Hearing, or at the next meeting, the Board shall review and discuss the Public Hearing items.
The adoption of a recommendation shall be by public vote by a majority of the appointed members present during the presence of a quorum. A written recommendation shall be submitted promptly after adoption in accordance with Article IV, Sec. 4.064 of the Uniform Land Use Review Procedure.
- 2 Members of Community Board 4 who participate as Board members at public hearings, may not participate in public debate other than to ask questions and give input when recognized by persons chairing the public hearing.

ARTICLE XV AGENDA

- 1 An agenda for the meeting shall be prepared by the Chairperson and distributed to each Board member, Civic groups, elected officials, local press, etc. prior to the meeting.
- 2 Any Board member desiring to have the Board consider a subject, shall advise the Chairperson and said subject shall be referred to the appropriate committee.
- 3 The members of the Board, by a majority vote (half plus one) of the members present, will decide what course of action will be taken on matters on the agenda. All votes shall be recorded and made a matter of public record.

ARTICLE XVI REMOVAL OF OFFICERS

- Any officer of the Board may be removed from office by the Board in the following manner:
- 1 Motion made to institute removal proceedings can be made at any regular meeting of the Board. Approval of such motion must be made by 2/3 majority of the attending membership of the Board.
 - 2 If the motion is approved, the presiding officer, who shall be the highest ranking officer (not the subject of removal proceedings), shall designate a three (3) member committee to investigate allegations and report at the next meeting.

Members of this committee must be Community Board members.

One (1) member chosen by the presiding officer, the second member selected by the person who is the subject of the removal proceedings, and a third selected by both jointly.

- 3 Upon receipt of said committee, which must include a Minority Report, 3/4 of the current appointed membership of the Board must approve the action at a special meeting called for that purpose.

ARTICLE XVII AMENDMENTS TO THE BY-LAWS

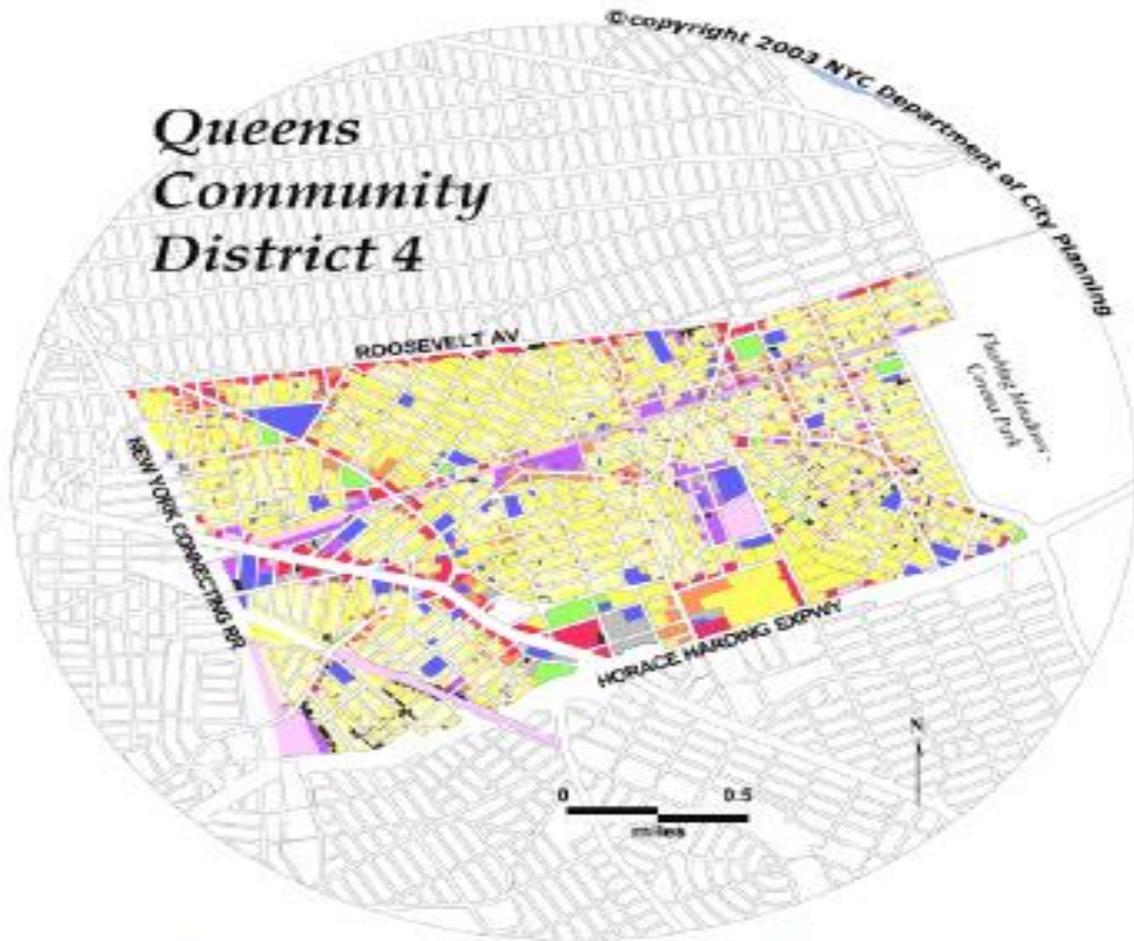
Members of the Board may suggest amendments to the By-Laws in writing to the Chairperson, who will then forward the suggestions to the By-Laws Committee. Amendments to the By-Laws shall be proposed, from time to time, by the By-Laws Committee at any regular Board meeting. Proposed amendments must be approved by a majority of the Board quorum at a regular Board meeting.

ARTICLE XVIII RULES OF ORDER

- 1 Each Board may adopt such rules and regulations which it deems necessary to its individual operation except where it conflicts with the By-laws or conflicts with the Rules and Regulations under the New York City Charter amended June 2004.
- 2 Roberts Rules Of Order shall govern all matters pertaining to Parliamentary Procedure that are not covered by standardized By-Laws and the New York City Charter.
- 3 A guide to Parliamentary Procedure for N.Y.C. Community Boards shall be also used for reference.

Revised on Feb 13th 2024

Queens Community District 4



Residential Land Uses

- 1 & 2 Family Residential
- Multi-Family
- Mixed Residential & Commercial

Non-Residential Land Uses

- Commercial & Office
- Industrial & Manufacturing
- Transportation & Utility
- Public Facilities & Institutions
- Open Space & Outdoor Recreation
- Parking Facilities
- Vacant Land
- All Others or No Data

Base Map: COGIS Tax Lot File Release 028, clipped to borough
 Land Use: NYC Department of Finance's Real Property File
 (August 2002) modified by the Department of City Planning for
 display of condominiums and parks in appropriate land use category.