



BY-LAWS

COMMUNITY BOARD 5, QUEENS



Adopted
March 13, 2024

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BY-LAWS OF COMMUNITY BOARD 5, QUEENS

ARTICLE I – NAME, AREA AND PURPOSE

1. NAME

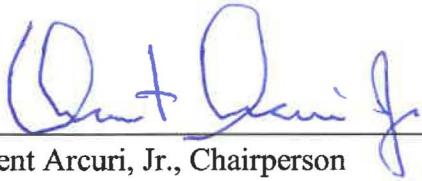
This Community Board shall be known as Community Board 5, Queens (hereinafter “the Board” or “the Community Board”).

2. AREA

This Board shall serve the area known as Community District 5, Queens, as defined by the map adopted pursuant to the New York City Charter, (hereinafter “the Charter”).

3. PURPOSE

As provided in Chapters 69 and 70 of the Charter, the Board has responsibilities in the area of assessing and considering the needs of the district, planning, land use, service delivery including local service coordination and processing service requests and complaints, monitoring the quality and quality of service delivery to the district, recommending district budget priorities, monitoring capital projects, holding public and private hearings, and advising with respect to matters relating to the welfare of the district and its residents.



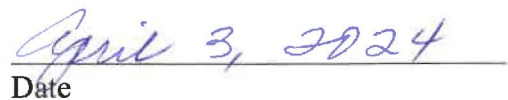
Vincent Arcuri, Jr., Chairperson



Date



Margaret A. O'Kane, Secretary



Date

ARTICLE II – MEMBERSHIP AND MEETINGS

1. MEMBERSHIP

A. Appointment of Members

As provided in Chapter 70 of the New York City Charter, the membership of the Community Board shall consist of those persons appointed by the President of the Borough of Queens, of which at least fifty (50) percent shall be nominated by members of the New York City Council elected from the Council districts that include any part of Community District 5, with all such Council members as non-voting members.

B. Removal of Members

A member may be removed from the Board for cause, which shall include substantial nonattendance at Board or committee meetings over a period of six months, by the Borough President or by a majority vote of the Board.

2. REGULAR MEETINGS

A. When Held

A regular meeting shall be held on the second Wednesday of each month, except during the months of July and August, when meetings shall be held at the discretion of the Board, or of the Chairperson with the advice and consent of the Executive Committee.

In extraordinary situations the date of the regular monthly meeting may be changed by the Board, the Executive Committee, or the Chairperson with the advice and consent of the Executive Committee.

B. Order of Business at Regular Meetings

All regular meetings shall be conducted in the following order, unless changed by the Chairperson with the consent of the Board, or by a majority vote of the Board.

C. Order of Business

1. Recording of Attendance
2. Pledge of Allegiance
3. Special guest speakers and/or presentation
4. Public forum
5. Approval of minutes of the preceding meeting
6. Report of officers and staff
7. Reports of committees (standing, then special)
8. Old and unfinished business
9. New business
10. Good and welfare
11. Adjournment

3. ANNUAL MEETING

A. When Held

The annual meeting of the Board shall be held on the second Wednesday in June of each year. If extraordinary circumstances prevent the annual meeting from being held on that date, the Board shall hold the annual meeting within four (4) weeks of that date.

B. Business at Annual Meeting

The business conducted at the annual meeting will be to elect the officers of the Board and other pertinent business.

4. SPECIAL MEETINGS

A. How Called

Special meetings of the Board shall be called upon the written request of ten (10) members of the Board to the Secretary; by resolution of the Board; by the Executive Committee; or by the Chairperson.

B. Business at Special Meetings

No business other than that specified in the notice may be transacted at such special meetings without the unanimous consent of all present at such meetings.

5. NOTICE OF MEETING AND AGENDA

A. Notice of Meetings to Board Members

Notice of all meetings is to be mailed or emailed to all members of the Community Board at least five (5) business days but not more than twenty (20) business days in advance of the date of the meeting.

B. Notice of Meetings to Other Stakeholders

Similar notice shall be emailed to civic groups, community groups, and neighborhood associations, as selected by the District Manager with the advice and consent of the Executive Committee, as well as elected officials representing districts which include any part of Community District 5, Queens at the same time notice is provided to members. Notice of meetings shall also be posted on the Community Board website, and on social media accounts maintained by the Board available to the public at least five (5) business days but not more than twenty (20) business days in advance of the date of the meeting. The notice shall include an Internet link that allows for remote live audio-visual viewing of the meeting whenever possible.

C. Notice to Press

Similar notice shall also be emailed to local press organizations, as selected by the District Manager with the advice and consent of the Executive Committee.

D. Agenda for Meetings

The agenda for all meetings shall be approved by the Chairperson.

6. QUORUM

A majority of the appointed members of the Community Board shall constitute a quorum for the transaction of business, subject to any restrictions dictated by these By-Laws.

7. VOTING

A. Majority Vote

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 decisions of the entire Board, subject to any restrictions dictated by these By-Laws.

B. When Members Shall Vote

All members who are present and entitled to vote must vote on all matters before the Board except where there is a conflict of interest which shall be reported by the member to the Chairperson before the roll is called, or the member is otherwise ineligible to vote due to provisions of law. No member may be marked present but not voting.

Members are prohibited from voting on matters that present a conflict of interest. Such matters include, but are not limited to the following:

1. A member is not entitled to vote on any matter that may result in a personal and direct economic gain to the member or any person or firm with whom the member is associated.
2. A member who is a City or State employee is not entitled to vote on any matters pertaining to the member's agency
3. A member who serves on the board of directors of a not-for-profit organization is not entitled to vote on Board resolutions recommending funding by City agencies for that organization.
4. A member who holds an unpaid position with a local development corporation or public benefit corporation may vote on matters affecting that corporation, provided that the vote would not result in a personal and direct economic gain to the member or to a person or firm associated with the member.

C. Quorum When A Member Is Not Entitled to Vote

If a member is not entitled to vote on a matter, then the majority required for passage is reduced accordingly, although the member is counted as present for the purpose of maintaining a quorum.

D. Vote by Chairperson

The Chairperson is entitled to vote on all matters heard by the Board, unless otherwise dictated by these By-Laws.

8. EXECUTIVE SESSION

Upon a majority vote of a quorum present at a meeting, pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, the Community Board may conduct an Executive Session and thereby close any meeting to those who are not members or employees of the Board, pursuant to the provisions of Article 7 of the New York State Public Officers Law, provided, however, that no action by formal vote shall be taken to appropriate public funds in an executive session.

9. MINUTES AND LIVE STREAMING

A. Minutes for Meetings

Minutes shall be taken at all open meetings, including committee meetings, of the Community Board and shall consist of the business transacted, committee reports, all motions, proposals, resolutions, any other matters formally voted upon, and the vote thereon.

B. At Executive Sessions

Minutes shall be taken at Executive Sessions consisting of a record or summary of the final determination of any action taken by the Board and the vote thereon.

C. Availability of Minutes

Draft minutes of the meetings of the Community Board shall be available to members and the public within ten (10) business days of the meeting. All minutes shall be posed electronically to the Board web site.

D. Live Streaming

The Board shall endeavor to provide a live audio-visual stream of all meetings and hearings of the full board and committees on a platform accessible to the public.

ARTICLE III – PUBLIC HEARING

1. WHO MAY CALL

A public hearing to inform the public or gather information on matters brought before the Board or a committee thereof may be called by the Chairperson, the Executive Committee, or the Board.

A public hearing before a committee for matters within a committee's jurisdiction may be called by the committee chairperson, a majority vote of the committee, the Chairperson of the Board, the Executive Committee, or the Board. In the case of a subcommittee, the chairperson of the standing committee of which the subcommittee is a part, the Board Chairperson, the Executive Committee, or the Board may call a hearing.

2. WHO PRESIDES

Public hearings shall be held before the Board, one of its committees, or a designated subcommittee. The Chairperson of the Board, the chairperson of the committee, the chairperson of the designated subcommittee, or a hearing officer designated by the committee with the consent of the Board (hereinafter generally referred to as the "hearing officer") shall preside at the hearing and shall determine all questions of procedure.

3. QUORUM

A public hearing shall require a quorum of twenty-five (25) percent of the members of the Board or committee entitled to vote, but no fewer than three (3) such members. Hearings concerning Uniform Land Use Review Procedure (ULURP) matters require a quorum of twenty (20) percent of the appointed Board members, but in not less than seven (7) such members.

4. ORDER AND DECORUM AT PUBLIC HEARINGS

Observance of order and decorum is required at all public hearings. Prospective speakers and witnesses shall be given a list of rules and procedures prior to the hearing that has been approved by the Board to govern testimony. The Board shall approve by majority vote such rules and procedures no later than May of each year.

5. GENERAL CHARACTER OF PUBLIC HEARINGS

Hearings shall be legislative, without strict rules of evidence, sworn testimony, or opportunity for speakers to cross examine one another. Speakers may be questioned only by the hearing officer, members of the Board or the committee, or persons expressly authorized by the committee or by the hearing officer with the consent of the committee. Each person so authorized shall give their names, addresses, relevant organization affiliation, and representative capacity.

6. PROCEDURES

At the public hearing of a case or application, the applicant shall first present the argument in support, and any objection shall follow. If there is a large number of speakers, those speaking in favor and those speaking in objection may be alternated at the discretion of the hearing officer. The hearing officer shall control the admission of evidence and the order of speakers. The hearing officer and the members of the committee have the right to question any speaker with respect to any testimony given. Committee members and those persons expressly authorized to question a speaker shall not proceed until they have addressed the hearing officer and have been recognized. Oral or written responses to testimony or questions shall be permitted by the hearing officer in an orderly manner.

Testimony at the hearing may be presented by the applicants and by any expert or person with knowledge of the facts whom they may call. Testimony may be presented on behalf of elected or appointed officials, by representatives of institutions or agencies, or by community, business, industry, or professional associations whose members have an interest in the matter. The hearing officer or the committee may require submission of written authorization stating the speaker's representative capacity. The hearing officer, with the consent of the committee, may permit testimony by any person who resides in the affected area.

Testimony may be presented in writing and briefs may be submitted in terms set by the hearing officer. The committee, or the hearing officer, with the consent of the committee, shall limit oral testimony as to time. Speakers shall generally be limited to three to five minutes; presentations shall be limited to from five (5) to fifteen (15) minutes, depending upon the complexity of the case. The presentation may be followed by a question and answer session.

All persons coming forward to testify shall list their names, addresses, affiliations or representative capacities, a notation of their support or opposition to the proposal, and any exhibits or written statements. A speakers' form or list shall be provided for such purposes.

ARTICLE IV – OFFICERS, ELECTIONS AND TERMS

1. ELECTIONS AND TERMS

A. When Elected

At each Annual Meeting of the Board, the members shall elect a Chairperson, a First Vice Chairperson, a Second Vice Chairperson, a Treasurer, a Secretary, four Executive Members-at-Large, and a Parliamentarian, each of whom will be officers, who shall have such duties, powers, and functions as herein provided.

B. Term of Office

All officers shall hold office until the next annual meeting of the Board. Each officer shall hold office for the term for which the officer was elected and until a successor has been elected and qualified, or until prior resignation or removal.

C. Nominations

Members shall nominate officers at the regular meetings held in May or the Annual Meeting held in June. Nominations shall be closed prior to balloting at the Annual Meeting.

D. Election Procedures

1. A majority vote is necessary to be elected.
2. Nominations shall be made for officers in the order they are listed in Article IV, Section A.
3. Balloting shall immediately follow the close of nominations at the Annual Meeting.
4. Each election for officers, except for executive members-at-large, shall be decided by ranked choice voting. The term “ranked choice voting” means the method of casting and tabulating votes in which voters rank candidates for each office in order of preference. Tabulating proceeds in rounds in which the candidate who receives the fewest first-choice votes in the first round is eliminated and that candidate’s votes are reallocated to the voter’s next-choice candidate; rounds continue until one candidate; has received a majority of votes.
5. Each member may vote for four separate nominees for member-at-large. In the event that more than four members-at-large or nominated, the four nominees with the greatest number of votes in excess of a majority shall be deemed elected. If fewer than four members received a majority of the vote, then those who received a majority of the votes are deemed elected, and the Board will vote on the remaining candidates. The Board will continue to vote on candidates in rounds, with the recipient of the fewest number of votes removed in each round, until a total of four members-at-large have been elected.
6. Paper ballots are to be used. They must be signed and dated by each member and the ballots shall be collected and retained in the Board office.

E. Vacancies

When a vacancy in an officer position occurs, the Chairperson of the Community Board will announce the vacancy at the next regularly scheduled meeting of the Community Board and ask for nominations from the floor. Voting will take place at the meeting subsequent to the meeting at which the announcement of vacancy was made. Nominations will also be accepted from the floor at the voting meeting. The provisions of this article will not apply if the vacancy in officer position should occur after March 1 in a calendar year, in which case the officer will be elected at the Annual Meeting. A member selected to fill an office vacancy shall serve for the unexpired terms of their predecessors.

F. Resignation of Officers

An officer may resign at any time by giving written notice to the Chairperson or Secretary of the Board. Unless otherwise specified in the notice, the resignation shall take effect upon the receipt of the resignation by the Board Chairperson and/or the Secretary.

2. OFFICERS

A. Chairperson

The Chairperson shall be the principal executive officer of the Board. This person shall preside at all meetings of the Board. In the Chairperson's absence, the next highest-ranking officer present (ranking as listed in this Article) shall preside. The Chairperson shall see that all orders and resolutions of the Board are carried into effect; oversee the supervision of Board staff; supervise and delegate work of committees; be ex-officio member of all committees, except as may otherwise be provided in these By-Laws; discharge all duties incident to the office of Chairperson and as may be prescribed by the Board; have all duties, powers, privileges and responsibilities as are prescribed in the Charter, by law, or in these By-Laws.

B. First Vice Chairperson

In the absence of the Chairperson the First Vice Chairperson shall have all the powers and functions of the Chairperson. The First Vice Chairperson shall also advise the Chairperson with respect to supervision of the Board staff; perform such other duties as may be prescribed including, but not limited to chairing important committees and supervising and delegating the work of the committees, in consultation with the Chairperson. The First Vice Chairperson shall be an ex-officio member of all committees, except as may be otherwise provided in these By-Laws.

C. Second Vice Chairperson

In the absence of the Chairperson and First Vice Chairperson the Second Vice Chairperson shall have all the powers and functions of the Chairperson, the Second Vice Chairperson shall also advise the Chairperson with respect to the supervision of Board staff; perform such other duties as may be prescribed, including but not limited to chairing important committees and supervising and delegating the work of the committees in consultation with

the Chairperson. The Second Vice Chairperson shall be an ex-officio member of all committees, except as may otherwise be provided in these By-Laws.

D. Treasurer

The Treasurer shall have the responsibility to oversee the Board's expenditures of funds; shall at all reasonable times have access to the books and accounts of the Board; shall be entitled to receive regular reports on the status of all fiscal responsibilities of the Board from the District Manager; and shall be informed of all pertinent communications from the Queens Borough President's Office, the New York City Comptroller's Office, and any other authority concerning the fiscal responsibilities of the Board. At the end of each fiscal year, the Treasurer shall give an annual report to the Board on the fiscal responsibilities of the Board. The Treasurer shall prepare, with the assistance of the Executive Committee and the District Manager, a budget for the upcoming year, reportable to the Board for approval.

E. Secretary

The Secretary shall sign and attest to documents when duly authorized by the Board; certify completed and corrected copies of the minutes and the vote on matters coming before the Board shall keep the membership roll containing the alphabetically-arranged names of all Board members, showing their place of residence, the date they became members, and their term of membership.

F. Executive Members-at-Large

The four (4) Executive Members-at-Large shall be officers of the Board. Each shall have such duties, functions, powers, privileges, and responsibilities as the Executive Committee may prescribe.

G. Parliamentarian

The Parliamentarian shall promote procedural neutrality and decorum; develop expertise in the rules of order and the proper procedures for the conduct of meetings; and advise the Board accordingly; shall assist the Community Board, and particularly, the Special Quadrennial By-Laws Committee in the drafting and interpretation of By-Laws. The parliamentarian shall not be a member of the Executive Committee, but rather an independent officer-at-large.

ARTICLE V – THE DISTRICT MANAGER AND EMPLOYEES OF THE BOARD

1. THE DISTRICT MANAGER

Pursuant to 2800(f) of the New York City Charter, the Board, within budgetary appropriations therefore, shall appoint a District Manager who shall serve at the pleasure of the Board. The District Manager shall have the responsibility to process service complaints, preside at meetings of the District Service Cabinet, and perform such duties as are assigned by the Board. The District Manager shall be the Chief Operational Officer of the Board. Subject to the Board and the Executive Committee, the District Manager shall have general direction over the operation of the Board office; shall implement all policies of the Board; shall submit to the Board and its committees such reports as the Board may require; shall assist in the preparation of the annual budget for presentation and adoption by the Board; shall assist in the preparation of personnel policies; provide staff support to the Board and its committees, and perform such other functions as the Board may direct. The District Manager shall be responsible directly to the Chairperson as head of the agency, who in consultation with the Executive Committee shall create policies and procedures which govern how the District Manager is to assist committee chairs and board members. The District Manager shall hire such staff as necessary to fulfill the position's enumerated duties with the consent of the Executive Committee and pursuant to any New York City laws and regulations governing such employment.

The District Manager does not report to individual board members and is not subject to requests by individual board members that exceed the scope of what is permitted in the policies and procedures adopted by the Executive Committee.

2. OTHER STAFF

The District Manager shall hire such staff as necessary to fulfill duties required of the Board, with the consent of the Executive Committee and pursuant to any relevant laws and regulations concerning such employment.

ARTICLE VI – COMMITTEES

1. STANDING COMMITTEES

The standing committees of Community Board 5, Queens, shall meet at least four times annually. Standing committees include:

A. Executive Committee

The Executive Committee shall be responsible for coordinating the work of committees; all matters not assigned to other committees; By-Laws and procedures; personnel; budget; site selection for meetings and hearings of the full Community Board; and other duties as assigned by these By-Laws or the Board.

B. Education Committee

The Education Committee shall be responsible for matters relating to education in Community Board 5.

C. Environmental Services Committee

The Environmental Services Committee shall be responsible for matters relating to air and noise, sewer/water maintenance and operations, water pollution control, water supply, and other matters relating to environmental conservation and protection.

D. Health and Human Services Committee

The Health and Human Services Committee shall be responsible for matters relating to environmental health services, public health services, emergency medical services, hospital services, and human resource and social service programs.

E. Committee on the Homeless

The Committee on the Homeless shall be responsible for matters relating to the homeless population of the district. The Committee shall conduct fact finding inquiries, address community concerns, identify problems, and advocate for solutions to identified problems in a collaboration with relevant government agencies and local service providers. At a minimum, the Committee shall meet quarterly and present a committee report at the first meeting of the full Board immediately following the most recent committee meeting. There shall be not less than seven (7) members of this committee.

F. Housing Services Committee

The Housing Services Committee shall be responsible for matters relating to the district's housing stock, programs of the Department of Housing Preservation and Development (including code enforcement, demolition and seal up) and services of the Department of Buildings.

G. Library Services Committee

The Library Services Committee shall be responsible for matters relating to library services and other cultural matters.

Article VI (continued)

H. Liquor and Cannabis License Committee

The Liquor License Committee shall review various applications made to the State Liquor Authority, including but not limited to those made for liquor, wine, beer, and cider licenses, cabarets and night clubs. In addition, the committee shall review applications for the sale of cannabis and related products.

I. Parks and Recreation Services Committee

The Parks and Recreation Services Committee shall be responsible for matters relating to the district's parks, parks facilities repairs and rehabilitation, parks maintenance, parks-related recreation facilities and programs, forestry, and horticulture.

J. Public Safety Services Committee

The Public Safety Services Committee shall be responsible for matters relating to the Police and Fire Departments and other public safety-related issues or agencies as they affect the district.

K. Public Transit Services Committee

The Public Transit Services Committee shall be responsible for buses, subways and railroads; franchises relative to bus routes and shelters; and any other mass transit type services.

L. Sanitation Services Committee

The Sanitation Services Committee shall be responsible for matters relating to sanitation enforcement services, refuse collection, street cleaning, waste disposal, vacant lot cleaning, and snow removal.

M. Transportation Services Committee

The Transportation Services Committee shall be responsible for matters relating to the district's streets, highways, and bridges; parking operations; street maintenance/reconstruction; traffic control and enforcement; traffic signals and signs; truck and snow emergency route designation; air transportation; franchises; detours relative to any project; street lighting; and street mapping and demapping when not related to a zoning change or variance.

N. Youth Services Planning Committee

The Youth Services Planning Committee shall be responsible for matters relating to community youth programs and services to youth.

O. Zoning and Land Use Review Committee

The Zoning and Land Use Review Committee shall be responsible for zoning changes; revocable consents; site selection; zoning variances and special permits; franchise and revocable consents; review of proposed amendments to the Uniform Land Use Review

Procedures (ULURP); and street mapping and demapping when related to zoning changes or variances. The voting members of this committee shall consist of a minimum of five (5) and a maximum of ten (10) Board members. Only members of the Community Board may be members of this committee.

2. DUTIES OF COMMITTEES

Each standing committee shall familiarize itself with programs, plans and problems relative to its particular field of the Board's Charter-mandated functions; shall perform other functions including, but not limited to, convening regularly scheduled meetings; assisting in the preparation of documents and testimony for appropriate hearings; holding public and private hearings; assisting in the planning of and evaluation of capital projects within the district; evaluating the quality and quantity of service provided by agencies; making recommendations to the Executive Committee on expense and capital budget priorities and with regard to needs statements, budget comments, etc.

Committees have the power of study, recommendation, investigation, deliberation, and oversight on matters under their jurisdiction, but final action on matters may only be taken by a vote of the Board. Committees also have the power within their area of jurisdiction to carry out actions previously approved or adopted by the Board, until or unless the Board amends or modifies its previous action.

3. COMMITTEE MEMBERSHIP

A. How Appointed

The Chairperson, in consultation with the Executive Committee, shall appoint members of the Board to terms of membership on the standing committees.

B. Appointment of Chairperson and Vice Chairperson of Committees

The Executive Committee shall appoint a Chairperson and a Vice Chairperson to each committee. Such persons shall be members of the Board.

C. Term of Appointment

Such appointments shall be reviewed by the Executive Committee within three months after each annual meeting and at other times as may be necessary.

4. PUBLIC MEMBERS OF COMMITTEES

A. Eligibility

Persons with a residence or significant interest in the community who are not members of the Board may be appointed to serve as public members of a committee by the Chairperson of the Board in consultation with the Executive Committee. A public member may not serve as chairperson of a committee.

B. How Appointed

The application of a member of the public to serve on a committee as a public member must be endorsed by at least one (1) member of the Board. The District Manager shall deliver such application to the Executive Committee who will consult with the affected committee chairperson and vice chairperson, if applicable. The Chairperson, in consultation with the Executive Committee, shall make such appointments. The decision shall take no more than thirty (30) days following receipt of the application, at which point the applicant shall be informed that the application has been approved or denied. Any such person appointed to a committee pursuant to the foregoing procedure shall have all the rights of committee members, including voting.

C. Term of Appointment

Such appointments shall be reviewed by the Executive Committee within three (3) months after each annual meeting, and at other times as may be necessary.

D. Removal From Committee Membership

A person appointed to a committee pursuant to this section may be removed with or without cause from the committee by a majority vote of the committee on which the member serves, the Executive Committee, or the Community Board, in ascending power of authority.

E. Non-Voting Members

The committee chairperson, the Executive Committee, or the Chairperson of the Board may appoint to a committee other persons who shall have all the rights of participation except voting.

5. SPECIAL COMMITTEES

A. When Appointed

The Chairperson may establish special committees that are necessary and advisable to assist the Board in carrying out its duties.

B. How Appointed

Pending formal establishment, the Chairperson of the Board with the consent of the Executive Committee, may designate a special committee on an interim basis of up to ninety (90) days, unless otherwise provided for in these By-Laws. No such special committee shall cover an area over which a standing committee has jurisdiction, unless agreed to by such standing committee.

C. Special Quadrennial By-Law Committee

In the fourth year after this provision in the By-Laws is adopted, and every four (4) years thereafter, the Executive Committee shall establish a By-Law Committee to examine the performance of the By-Laws and recommend amendments, if necessary. Upon its formulation, this committee shall have two (2) months to study the matter. In the third month, the committee shall present its findings to the Executive Committee, which will

then have one (1) month to consider the report. In the fourth month, the Executive Committee shall present the report of the By-Laws Committee, via e-mail or in writing, together with any findings or recommendations of their own, to the full Board. The Board will then have one (1) month to consider the matter. In the fifth month, the matter will be voted on by the Board and its decision shall be final.

6. REPORTS OF COMMITTEES

A. When Due

Each standing committee shall submit a written report to the Board at the Annual Meeting, or as may be requested by the Chairperson, the Executive Committee, or the Board. Special committees shall submit written reports as directed by the Board, Chairperson, or Executive Committee. However, any committee may on its own initiative make such reports and recommendations on areas within its responsibility to the Board at any meeting, or to the Executive Committee or Chairperson.

B. Subject of Reports

All such reports and recommendations shall concern subjects within the committee's area of responsibility.

C. Motions to Adopt

When committees are recognized to report, the chairperson of such committee shall read the report or have it read by a committee member. At the conclusion of the reading of the report, the committee chairperson or presenter shall move to adopt the committee's recommendations, motions, or resolutions. No second is required, as it is the report of a committee. The matter is then open to discussion on the motion. As permitted by parliamentary procedure, the committee chairperson shall have the right to speak first and last on the report in debate and on any minority report.

Minority reports from committee members, and only from committee members, may be presented with the consent of the Board. Such minority reports shall be read immediately following committee reports. Both reports are open to debate and amendment provided such amendments are relevant to the proposal. No minority report shall be entertained unless intent to submit a minority report has been properly given to the committee chairperson and the Chairperson of the Board, and signed by the minority members of the committee submitting it. Minority reports will not be considered after the majority report has been adopted.

D. Prior Public Review and Comment

Prior to providing a report, the relevant committee should, time permitting, make efforts to ensure that the public and appropriate groups are appraised and afforded an opportunity for input. This may be done via the committee's sponsorship of a public hearing, presentation, or open discussion meeting; or by providing a schedule for public review, examination,

and comment on the plan at the Board office or other convenient location in the district; or by inviting public comment online.

7. MATTERS TO BE REFERRED TO COMMITTEE

A. Referral to Committee of Board Items

Every proposed motion, resolution, or matter not originating from a committee shall, upon its introduction and sponsorship by Board members, be referred by the Chairperson, Executive Committee, or the Board by resolution to the appropriate committee for deliberation and reporting.

B. Waiver of Referral to Committee

By a vote of a majority of the members entitled to vote when a quorum is present, v resolutions or motions may come before the Board for immediate consideration at the meeting at which the resolution or motion is introduced without prior consideration by a committee.

8. EXECUTIVE COMMITTEE

A. Membership

The Executive Committee shall consist only of the officers elected pursuant to Article IV of these By-Laws. The Parliamentarian shall not serve as a member of the Executive Committee.

B. Geographical Representation

When electing members of the Executive Committee, the Board should endeavor to include at least one (1) member from each of the following four sections of Community District 5, Queens; (1) Ridgewood, (2) Maspeth, including Woodside; (3) Glendale, including Liberty Park; and (4) Middle Village, including South Elmhurst and Rego Park.

C. Duties and Powers

The Executive Committee shall have all the duties, powers, privileges, functions and responsibilities normally accorded to and pertaining to such a committee, and others that may be prescribed by the Board or in these By-Laws.

D. Access

Members of the Executive Committee shall have reasonable access to all offices, properties, files, desks, and assets of the Board.

E. Regular Meetings

Regular meetings of the Executive Committee shall be held at least every other month at a time and date determined by the Chairperson of the Board.

F. Special Meetings

Special meetings of the Executive Committee shall be held upon the call of the Chairperson, by vote of the Executive Committee, or upon the written request of any four (4) members of the committee.

ARTICLE VII – PUBLIC FORUM

1. PLACE ON AGENDA

The Charter requires that at each public meeting, each Community Boards set aside time to hear from the public. Community Board 5 has set aside a portion of its agenda at each Regular Meeting for a Public Forum. In general, the Public Forum will be scheduled for thirty (30) minutes (i.e., a maximum of ten (10) speakers can be accommodated at any one meeting, with each speaker allotted three (3) minutes.) If necessary, the Chairperson may allot additional time for the Public Forum or for individual speakers, or may move additional speakers to the end of the agenda.

2. RULES FOR PARTICIPATION

In order for the Public Forum session to be worthwhile for the community, the public, and the Community Board members, the Board shall establish and disseminate rules for participation by members of the public at a Public Forum.

ARTICLE VIII – RULES AND REGULATIONS

1. BOARD ESTABLISHMENT OF RULES

The Board may establish and enforce rules that are not inconsistent with the Charter, statutory law, applicable regulations of the City of New York, or these By-Laws.

2. ROBERT’S RULES OF ORDER TO GOVERN

The rules contained in Robert’s Rules of Order, newly revised, shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with the Charter, statutory law, applicable regulations, these By-Laws, or established rules of the Board.

ARTICLE IX – CONSTRUCTION AND AMENDMENT OF THESE BY-LAWS

1. CONSTRUCTION

If there is any conflict between the provisions of these By-Laws and the provisions of the Charter or law, the provisions of the Charter or law shall govern to the extent they are applicable.

2. HOW AMENDED

These By-Laws may be amended by a majority vote of a quorum present at a meeting of the Board pursuant to procedures provided in this Article. Amendment proposals for change shall be distributed in writing to each member at least thirty (30) days in advance of the meeting.

3. AMENDMENTS PROPOSED BY THE EXECUTIVE COMMITTEE

Proposals regarding amendment to these By-Laws may be made by majority vote of the Executive Committee.

4. AMENDMENTS PROPOSED BY THE SPECIAL QUADRENNIAL BY-LAW COMMITTEE

As described in Article VI, 6C, the Special By-Law Committee shall present its report concerning amendment to these By-Laws to the Executive Committee, who shall then present it to the full Board.

5. AMENDMENTS PROPOSED BY THE BOARD

Proposals regarding these By-Laws may be made by petition in writing by at least one-third (1/3) of the voting members to the Executive Committee. Within sixty (60) days the Executive Committee shall report its recommendations to the Board regarding proposals made by petition.