

## **BYLAWS OF QUEENS COMMUNITY BOARD 6**

### **PART I – THE COMMUNITY BOARD**

#### **Article I – Name**

1. This Board shall be known as Community Board 6, Borough of Queens.

#### **Article II – Area Served**

1. Community Board 6 shall serve Community District 6 within the areas encompassed by the boundaries of such District, as the same have been designated and adopted, and may be changed or modified, by the City Planning Commission according to law.

#### **Article III – Purposes, Powers and Duties**

1. Community Board 6 shall carry out such purposes and duties as are mandated, and possess the powers provided by the Charter of the City of New York and such other laws, rules and regulations or executive orders as are now in effect or may from time to time hereafter, be adopted or amended.
2. Community Board 6 shall further consider any matter referred to it by any agency or officer of government of the City of New York, State of New York or United States of America.
3. Community Board 6 may further consider any other matter it deems significant to the general welfare of Community District 6.

### **PART II – MEMBERS**

#### **Article IV – Appointment**

1. Community Board 6 shall consist of members appointed by the Borough President of the Borough of Queens pursuant to the provision of the City Charter as the same may now be in effect or may hereafter, from time to time, be amended. Each member of the Board shall reside in or have a business, professional or other significant interest in the District.
2. The members of the City Council elected from a district containing all or part of Community District 6 shall be ex-officio members of the Board.

#### **Article V – Tenure**

1. For the purpose of these bylaws, the tenure of any member of the Board (other than members of the Council) shall be measured from the date of appointment of the Board. As per the pertinent 2018 Charter revisions, members whose terms commence after the effective date of said revisions shall be appointed for no more than four (4) consecutive two (2) year terms. Such Members shall be eligible to be reappointed after a full two-year term off the Board.

#### Article VI – Removal

1. The Queens Borough President may remove members for cause such as poor attendance on the Board or committees over a period of six months. The Board may remove members by majority vote according to the procedures laid out in Article XIII.

#### Article VII – Duties and Responsibilities of Members

1. All members of Community Board 6 shall attend all regular and special sessions and all public hearings of the Board.
2. All members of Community Board 6 shall vote on all matters before the Board during their presence at any session thereof, except where a conflict of interest is present.
3. All members of Community Board 6 shall participate actively on at least two standing committees.
4. No member of Community Board 6 shall represent or speak on behalf of the Board unless duly authorized to do so by the Chair of the Board.

#### Article VIII – Community Participation - Public Member of Committees

1. Any person residing within Community District 6 or who has a business, professional, or other significant interest in the communities served by the Board but who is not a duly appointed member of the Board by the Borough President may serve by appointment of the Board Chair as a voting member of any standing or special committee of the Board. Such a person shall not, however, serve in the position of Chair or Co-Chair of any committee.

### **PART III – ORGANIZATION OF THE BOARD**

#### Article IX – Officers

1. The Officers of the Board shall be as follows:
  - a. Chair

- b. First Vice Chair
- c. Second Vice Chair
- d. Third Vice Chair
- e. Secretary of Administration
- f. Secretary of Finance and Personnel
- g. Parliamentarian

#### Article X – Eligibility for Office

1. To be eligible for any office of the Board a member
  - a. Shall not concurrently serve as an executive officer of a political party. This provision shall apply only to the offices of Chair, First Vice Chair, Second Vice Chair and Third Vice Chair.
  - b. Shall not concurrently serve as a direct employee of the Mayor in the government of the City of New York or of the President of the Borough of Queens in a paid position.
  - c. Shall not be in the final year of their eighth consecutive year on the Board.
2. Officers shall be elected for 1-year terms of office.
3. Each officer may only serve four (4) consecutive 1-year terms in their Executive Committee position. They are then eligible to run for another Executive Committee position.

#### Article XI – Nominations and Elections

1. At the December session of the Board, the first order of business after the public session, minutes and Chair and District Manager reports shall be the nomination of officers. Nominations for each office shall be made from the floor. Each nomination shall be seconded. Each member of the Board can only be nominated for one position. At the close of this nomination period, no further nominations will be considered.
2. At the January session of the Board, the first order of business after the public session, minutes and Chair and District Manager reports shall be the elections of officers. Voting shall be conducted by closed (signed) ballot. Voting shall be done starting from Chair and down the list of officers in the order set forth in Article IX.
3. No candidate for office shall be deemed elected unless the candidate has received a majority of votes cast for such office. Community Board 6 shall use a ranked choice / instant runoff system to elect candidates. The system shall operate according to the following guidelines:
  - a. The ballot shall give voters the option of ranking candidates in order of preference.

- b. If a candidate receives a majority (over 50 percent) of first preferences, that candidate is elected.
- c. If no candidate receives a majority of first preferences, an instant runoff consisting of additional rounds of ballot counting shall be performed. The instant runoff ballot counting shall be conducted in rounds until one candidate has a majority. In each round, each voter's ballot shall count as a single vote for whichever continuing candidate the voter has ranked highest. The candidate with the fewest votes after each round shall be eliminated until only two candidates remain, until a candidate receives a majority of the votes cast who shall then be elected.

## Article XII – Duties of Officers

### 1. The Chair of the Community Board:

- a. Shall be the chief officer of the Board
- b. Shall preside at all regular and special executive sessions, public hearings and other meetings of the Board
- c. May, upon the Chair's own initiative whenever the Chair deems necessary, or shall, upon written request of five (5) members of the Board, call a special executive session or other meeting of the Board
- d. Shall appoint members of all standing and special committees and designate the chairs thereof, unless otherwise provided by these bylaws
- e. Shall have the right to invite any person to speak at any executive session or other meeting of the Board, whether public or closed
- f. Shall prepare an agenda for each executive session or other meeting of the Board, and shall cause same to be transmitted to the Board, and the Borough President within the time provided by these bylaws
- g. Shall transmit to the City Planning Commission or other appropriate agency a notice of the time, place and subject matter of all public hearings in sufficient time for publication in the comprehensive City Planning Calendar to be distributed not less than 10 calendar days prior to the date of any such hearing
- h. Shall act on behalf of the Board whenever necessary and shall report back to the Board
- i. Shall serve in any other capacity and perform such other duties as may be required by law, rules or regulations, or executive orders, or as may be directed by the Board

### 2. The First Vice Chair of the Community Board:

- a. Shall possess and exercise the powers, authority and duties of the Chair during the absence or disability of the Chair
- b. Shall be an ex officio member of all standing committees of the Board
- c. Shall perform such other and further duties as may be directed by the Board or by the Chair

3. The Second Vice Chair of the Community Board:

- a. Shall possess and exercise the powers, authority and duties of the Chair during the absence or disability of the Chair and the First Vice Chair
- b. Shall perform such other and further duties as may be directed by the Board or by the Chair
- c. Shall chair the Board's Land Use Committee, which is responsible for the coordination of the Board's duties, responsibilities, and functions with respect to the Board's responsibilities in the Board's ULURP planning, zoning, strategic planning, landmarks, franchises, concessions (other than Parks), consents, site selection, variances and other land use matters as delineated in the Charter of the City of New York as adopted Nov., 1989

4. Third Vice Chair of the Community Board:

- a. Shall Chair the Capital and Expense Budget Priority Committee
- b. In coordination with the Chair and District Manager, has the responsibility of coordinating the Board's role in overseeing, developing, and presenting the annual Expense and Capital Budget priorities to the full Board for approval

5. Secretary of Administration of the Community Board:

- a. Shall approve the minutes of the meetings and attest same to be true
- b. Shall perform such other and further duties as may be directed by the Board or by the Chair

6. Secretary of Finance and Personnel of the Community Board:

- a. Shall serve as Chair of the Finance and Personnel Committee of the board
- b. Shall oversee that committee's activity in developing and revising the Statement of Fiscal and Personnel Oversight Responsibilities as delineated in ARTICLE XXVII
- c. Shall review all financial records of the Board and shall make an annual report thereof and such intermediate reports as may be directed by the Board or by the Chair
- d. Shall monitor the expenditures of the Board for compliance with its approved budget and shall inform the Board in the event of any determination of actual or potential variances
- e. Shall perform such other and further duties as may be directed by the Board or by the Chair

7. Parliamentarian of the Community Board:

- a. Shall be responsible for knowing the bylaws of the Board and the pertinent sections of the city charter 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 any Board member and, upon the approval of the majority of the Board, shall be overruled
- c. The Parliamentarian shall not be prohibited from making, debating or voting on motions before the Board. Where a motion is made by the Parliamentarian, all questions of parliamentary procedure shall be ruled on by the Chair subject to the same provisions found at subpoint "b." above
- d. Shall perform such other and further duties as may be directed by the Board or by the Chair

### Article XIII – Removal of Officers and Members

1. No Officer or Member of the Board may be removed from their office or Board position except under the following procedures and as provided in Section 2 of this article:
  - a. At any regular meeting at which a quorum is present, any Board member may make a motion to move to executive session, in which Board member may bring a motion to initiate the removal of a Board officer or member. Such motion may also be made at an executive session of the Board that is in progress.
  - b. Upon the approval of such motion, the presiding officer, who shall be the highest ranking officer not subject to the removal proceeding, shall designate a three member special committee comprising Board members that will meet in executive session to investigate the allegations against the person so charged and to report the same at the next regular or executive session of the Board called for that purpose. The committee shall consist of one member chosen by the presiding officer who voted in support of the motion, one member person chosen by the person subject to the removal proceeding (who may also be the accused), and one member chosen jointly by the presiding officer and the person who is the subject of the removal proceeding.
  - c. At the next regular or special executive session of the Board called for that purpose, the special committee shall present a report to the Board and both a majority and a minority report, if any, for the Board's consideration. Upon receipt by the Board and upon a motion being made, seconded and approved by a majority of the entire membership, the officer or member so charged shall be removed from office and/or the Board.
  - d. After such a majority vote in favor of removal, the Board shall notify the Queens Borough President's office.
2. With regard to members who may be removed from the board for poor attendance, the following procedures shall apply:
  - a. If after the conclusion of a regular monthly meeting, the Secretary of Administration records that a certain member has accumulated three unexcused absences since the commencement of the board's April 1 – March 31 appointment sequence, the Secretary shall promptly (within five business days) inform the Chair and the affected member of this fact and indicate that four unexcused

absences within the calendar year shall provide cause for that members removal from the board.

- b. If, after the conclusion of a regular monthly meeting, the Secretary of Administration records that that member has now accumulated four unexcused absences during the board's April 1 to March 31 appointment sequence, the Secretary shall promptly (within five business days) inform the Chair and the affected member of this fact; indicate that this provides cause for that members removal; and schedule a vote on that member's removal at the next regularly scheduled monthly meeting. Notice of this action shall be included in the meeting's agenda, though the name of the affected member shall not be specified.
- c. At the next meeting, and in Executive Session, the Secretary of Administration shall provide the members with a record of the affected members attendance and that member shall have the opportunity to dispute the records accuracy. At the conclusion of this discussion, the board shall vote by roll call to approve or disapprove the removal of that member. A majority vote of all members present and voting, a quorum being present, shall be necessary to approve the removal of that member. Upon the recording of a vote in support of removal, the affected party shall immediately cease to be a member of the board.
- d. For purposes of this ARTICLE, an excused absence shall mean: appearing on board related business properly authorized by the Chair or otherwise mandated that occurs at the same time as the regular monthly meeting; illness, including having a medical, mental or physical ailment that effectively prevents attendance; the need to perform one's military or other compulsory service; the need for such absence due to family emergencies, including childbirth, or death or illness of a family member; the need to attend a significant religious or secularly equivalent event; employment obligations; or planned vacations. Proof of such excused absences must be provided in writing to the Community Board Chair before the time of the meeting except for situations of imminent emergency where such notice must be provided as promptly as reasonably possible. Requests for excused absences that meet these criteria shall not be unreasonably denied.
- e. All excused absences shall be noted in the board's official records. However, they shall not in any way affect the board's quorum requirements.
- f. Section 2 of this ARTICLE shall take effect at the commencement of the board's next appointment cycle, which will occur on April 1, 2023.

#### Article XIV – Vacancies in Executive Committee

1. Vacancies in any office shall be filled at the next regular session of the Board for the balance of the term.

#### Article XV – Committees

1. Committees

- a. The Chair shall appoint all members of all standing and special committees, including public members, and shall designate the Chairs thereof, unless otherwise specified in the bylaws.
- b. A quorum will consist of the majority of all members appointed to that committee.
- c. The majority of any committee should be Board members.
- d. Each committee is required to make a written report of the business conducted in their meeting and forward all committee recommendations to the Board. Committees shall obtain Board approval prior to taking any action in the name of the Board.
- e. The Chair may, on their own initiative, or upon the request of direction of the Board, appoint such special committees as may be deemed necessary.
- f. All members of standing committees shall serve as such until their successors have been appointed. all members of special committees shall serve as such until the completion of the tasks for which they have been appointed. However, the chair shall, at all times, retain the special committee, except for board members whose committee positions are specified elsewhere in these bylaws. Board members may only chair or co-chair one standing committee at a time. This does not apply to special committees.
- g. The Board may not delegate any final decision making authority to a committee. A committee may only take action at a duly constituted meeting which is open to the public. (Charter 2800 (d))

## 2. Executive Committee

- a. There shall be an executive committee chaired by the Chair of the Board and shall consist of all elected officers of the Board.
- b. The executive committee shall meet at least four times during the year, including one time over the Board's recess.
- c. The executive committee shall coordinate the activities of the Board and assist the Chair in the performance of the Chair's duties.

## 3. Standing Committees

- a. The Board shall have the following standing committees, and other committees at the Chair's discretion. When the Board is in session, standing committees listed in section b are required to meet every 3 months or more frequently as necessitated by Board responsibilities .
- b. The following committees shall be permanent standing committees.
  - 1. Finance and Personnel
  - 2. Capital & Expense Budget
  - 3. Land Use
  - 4. Consumer Affairs/Street Activity Permits



- c. The Chair, in coordination with the executive committee, shall create standing committees to deal with issues of concern to the Board. The below subjects committees are recommended but left to the discretion of the Chair in consultation with the executive committee.
  1. Beautification
  2. Cultural Affairs
  3. Economic Development
  4. Environmental Protection & Sanitation
  5. Historic
  6. Laws/Bylaws
  7. Parks & Recreation
  8. Public Safety
  9. Public Transportation & Transportation
  10. Aging, Social Services, & Disabilities
  11. Youth, Education, & Libraries
  12. Public Relations & Social Media
  13. Housing

#### Article XVI – Personnel of the Board

1. The Board shall employ a District Manager at a salary and other emoluments within appropriations therefor, within the budget of the Board, and subject to the approval of the New York City Department of Personnel. The District Manager shall report to the Board Chair.
2. The Board may employ such other personnel as it deems necessary within appropriations therefor, within the budget of the Board, and subject to the approval of the New York City Department of Personnel and pertinent labor relations agreements.
3. The District Manager shall chair the District Service Cabinet, which is responsible for coordination the delivery of local services in the district and perform such other duties and functions as may be provided or required by law.
4. Other personnel of the Board shall perform such duties or functions as may be prescribed by law, rules or regulations or executive orders, or by the Board, the Chair or the District Manager.

### **PART IV – MEETINGS AND HEARINGS**

#### Article XVII – Definitions

1. As used herein the following definitions shall apply:
  - a. “Meeting” shall mean any regular or special executive session, public or closed, any public hearing or committee of the whole of the Board.

- b. “Executive Session” shall mean a session of the Board other than a public hearing or meeting of a committee of the whole.
- c. “Public Hearing” shall mean any meeting of the Board at which public testimony is taken with respect to specified subjects either when required by law or when held at the discretion of the Board.

#### Article XVIII – Sessions of the Board

- 1. Regular sessions of the Board shall be held at least once a month except the Board need not meet during the months of July and August.
- 2. An Executive Session shall be closed to the public for discussion of items concerning personnel of the Board or matters of personal privilege affecting members of the Board.
- 3. All meetings shall be held at the time and place specified in the meeting notice and agenda. All sessions shall also be livestreamed online.

#### Article XIX – Quorum

- 1. A majority of the appointed members of Community Board 6 shall constitute a quorum of such Board.
- 2. Whenever any act is authorized to be done or any determination or decision made by Community Board 6, 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 such Board.

#### Article XX – Agendas

- 1. No Regular or Executive Session of the Board, and no Public Hearing shall be held except upon written Agenda of items to be considered or discussed at such Public Hearings. Items placed on the Agenda for regular or Executive Sessions of the Board may be deleted as consented to by the Board and items not on the Agenda for such sessions may be added to it, as consented to by the Board. Special Executive Sessions and Public Hearing shall be limited to items on the Agendas for such meetings except pursuant to article XIII.
- 2. All Agendas shall be prepared by the Chair. Agendas for all Regular or Executive Sessions or Public Hearings shall be distributed to each Board Member at least seven (7) days in advance of each session and a copy of such Agenda shall, simultaneously be forwarded to the Director of Community Boards of the Borough of Queens. Agendas for

special Executive Sessions of the Board shall be distributed reasonably in advance of such meetings except pursuant to article XIII.

3. Any Board member desiring to place an item on the Agenda shall advise the Chair, no less than fourteen (14) days in advance of any Regular or Executive Session or Public Hearing of the Board. Such subject shall be on the Agenda upon such request.
4. The Agenda shall be posted on the Board's website at least seven (7) days in advance of each session.
5. The Agendas of all regular sessions of the Board shall include an item providing for the submission of public comments from members of the community. Such comments can be provided either in person, in writing or via online submission. The Public Session shall appear as the first item on the meeting's agenda, unless exigent circumstances dictate otherwise.
6. Testimony submitted at the Public Session can address the broad range of issues and concerns involving the community and the city. However, no such testimony that speaks in support of or opposition to a particular candidate or a political party, or that engages in hate or similarly offensive, inflammatory or accusative speech shall be permitted. This includes the distribution of literature or other visual depictions that express support of or in opposition to a particular candidate or political party. The Chair shall be authorized to ban the distribution of such literature, the display of such visual depictions or cut off any such testimony as soon as any such distribution, depiction or testimony begins. Nothing in this provision shall, in any way, restrict the freest possible expression of opinions regarding policies or issues, as these do not fall within the specific constraints enumerated in this section.

#### Article XXI – Public Hearings

1. The Board shall, pursuant to the Uniform Land Use Review Procedure (ULURP), conduct Public Hearings with respect to items for which the same shall be required by the ULURP.
2. The Conduct of Public Hearings shall be in accordance with the ULURP as the same may be amended from time to time.
3. With regard to proposals reviewed pursuant to ULURP, no vote shall be conducted at the same meeting as the one at which that item's Public Hearing was held, unless compelling reasons determined by the Chair necessitate that the vote be held on that date. Except for this exception, the Board shall review, discuss and vote on the items that were the subjects of the previous Public Hearing at its next regular or special Executive Session.

4. The Board may hold Public Hearings on such other and different subjects as it may from time to time desire.
5. The quorum provisions specified in the ULURP procedures shall apply to these hearings.

#### Article XXII – Minutes

1. Full and complete Minutes of each Session and Public Hearing of the Board, including all written reports and submissions, shall be kept and the same shall be maintained and subscribed by the Secretary of Administration. Minutes shall be posted on the Board's website
2. Minutes of previous meetings shall be distributed to members of the Board in advance of or at the next Regular Meeting of the Board, except where limitations of time shall make such distributions not feasible.
3. The Minutes of each Meeting shall record those members present and those absent. The Minutes of each Meeting shall further record all votes taken on any matter. The Minutes shall record the names of those voting for, against, and abstaining on any roll call vote. On any non-roll call vote the Minutes shall reflect the total number of members voting for, against, or abstaining on such vote.
4. The Board shall keep a public record of its activities and transactions including minutes of its Meetings and majority and minority reports which shall be made available to public officials and the general public upon request. The Minutes shall be posted on the Board's website within ten days of adoption.

#### Article XXIII – Voting

1. All members of the Board shall vote on all matters in person and not by proxy.
2. On all matters considered under the ULURP and on all other substantive matters, all votes shall be by roll call.
3. On all procedural matters, votes may be by show of hands or voice vote.
4. No member of the Board shall abstain except in the case of conflict of interest, as defined by the City Charter and conflict of interest provisions, and upon such abstention shall explain the reasons therefore. However, upon notification of the conflict, the affected member can participate in the Board's discussion, if not the vote, on the issue.
5. In situations where, as determined by the Chair, action of the Board needs to be taken before a meeting can be held, such actions can be made by the Executive Committee with the requirement that any action thus taken be ratified by the full Board at its next

meeting. For the purposes of this article, an action is defined as anything that the full Board would normally vote on.

#### Article XXIV – Rules of Procedure

1. Except where a conflict with law, or rules or regulations exists, the conduct of each executive session, and each Public Hearing or other Meeting shall be guided by Robert's Rules of Order or such other rules of order as the Board may, from time to time, adopt.
2. All questions of procedure shall be referred to and decided by the Board's Parliamentary referencing Robert's Rules of Order as described in Article XII.

### **PART V – AMENDMENTS AND RULES**

#### Article XXV – Amendments

1. These bylaws may be amended in accordance with the following procedure:
  - a. No amendment may be considered except at a regular Session of the Board.
  - b. A brief description of the proposed amendments shall be included in the Agenda of such Meeting and the full text of the amendment shall be distributed in advance to the members of the Board.
  - c. Upon a vote of two-thirds of the appointed members of the Board present during the presence of the quorum, a proposed amendment may be adopted.
2. The bylaws shall be reviewed at least every four years.
3. All provisions of these bylaw revisions shall become effective upon their adoption, with the annual nomination and election of officer dates moved from September to the December 2021 and January 2022 meetings. Accordingly, the terms, names and responsibilities of the currently elected officers shall be extended to the months specified in the adopted revisions.

#### Article XXVI – Rules and Regulations

1. The Board may adopt other such rules and regulations either with respect to the conduct of its Meetings or of its business generally which it deems necessary to its proper operation.
2. No such rule or regulation may be adopted, however, when the same may be in conflict with any provisions of law.
3. Rules and regulations not inconsistent with these bylaws may be adopted at any regular or special Executive Session of the Board by a vote of the majority of the members of the Board present during the presence of a quorum.

4. All actions of the Board shall be done in compliance with city and state open meeting laws.
5. All Board members shall adhere to the Borough President's code of conduct.

#### ARTICLE XXVII - Finance and Personnel Committee

1. The Finance and Personnel Committee (the "Committee") shall be responsible for the monitoring and oversight of the expenditures of the Board's annual internal budget and, to assist the Board Chair's authority as agency head, shall monitor and annually evaluate the activities of the Board's District Manager.
2. The responsibilities noted in the preceding section shall be performed within the framework of a Statement of Fiscal and Personnel Oversight Responsibilities (the "Statement") that the Finance and Personnel Committee shall develop and periodically revise on an as needed basis. The Statement shall specifically define and delineate the responsibilities the District Manager shall perform that shall constitute the criteria upon which the position will be evaluated on an annual basis. The development of the Statement shall be performed, whenever appropriate, in consultation with the District Manager and shall, at all times, be consistent with the New York City Charter and all other applicable laws, regulations, Civil Service provisions and labor relations agreements.
3. Following development of the Statement and approval by the Committee and the Board Chair, it shall be shared with the full Board.
4. When full Board approval is required involving any matter related to its internal budget, the Finance and Personnel Committee shall review the pertinent proposals and issue its recommendations to the full Board. It shall also advise the Chair on other fiscal and personnel matters as needed and as requested by the Chair.
5. When appropriate and consistent with all pertinent laws and regulations, the Committee can hold meetings in closed Executive Session.
6. The Committee shall consist of the members of the Executive Committee plus such additional members who shall be appointed by the Board Chair. No public members shall be eligible to serve on this Committee.
7. The Committee shall be chaired by the Secretary for Finance and Personnel of the Community Board.

8. Upon adoption of this bylaw amendment, the current title of Secretary of Finance of the Community Board shall be changed to Secretary of Finance and Personnel of the Community Board and all references to the Finance Committee shall be changed to Finance and Personnel Committee. The person currently serving in this position shall immediately assume the new title and responsibilities.

These By-Laws are current as of 5/14/2025