



Donovan Richards, Jr.  
Queens Borough President

# Community Board 7

## Borough of Queens

Bay Terrace, College Point, Beechhurst, Flushing  
Malba, Queensborough Hill, Whitestone and Willets Point

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Eugene T. Kelty Jr.

*Chairperson*

Marilyn McAndrews

*District Manager*

## REVISED

### BY-LAWS OF COMMUNITY BOARD NO. 7, BOROUGH OF QUEENS JUNE 15<sup>th</sup> 2020

#### 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.

This responsibility will include planning and development, the expense and capital budgets, the delivery of city services and will not exclude any matter deemed significant by the Community Board.

The Community Board will make recommendations to the Borough President and all city agencies to which such recommendations are relevant.

#### ARTICLE II

##### MEMBERSHIP

###### **(a) APPOINTED MEMBERS**

Membership of Community Board No.7, Borough of Queens shall consist of those persons duly appointed by the Borough President of Queens County, pursuant to the applicable provisions of the New York City Charter, with the advice of the members of the City Council whose districts comprise all or a part of the area served by the Community Board.

###### **(b) EX-OFFICIO MEMBERS**

Members of the New York City Council, Members of the State Legislature and Members of the United States House of Representatives whose districts include any part of the Community Board district shall be ex-officio, non-voting members of the Community Board.

## ARTICLE III

### NAME

The name of this community board shall be, and referred to as COMMUNITY BOARD NO. 7, BOROUGH OF QUEENS.

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## ARTICLE IV

### GENERAL GEOGRAPHICAL AREA SERVED

Community Board No. 7, Borough of Queens, City and State of New York serves the general area of Bay Terrace, College Point, Beechhurst, Flushing, Malba, Queensborough Hill and Whitestone in the County of Queens.

The geographic area more specifically served is described by the City Planning Commission in the area description and adopted by the Board of Estimate on January 1, 1977 and as amended by the Council of the City of New York on May 31, 1995.

## ARTICLE V

### OFFICERS OF THE COMMUNITY BOARD

- a) The officers of the Community Board shall be as follows:
  1. Chairperson
  2. First Vice Chairperson
  3. Second Vice Chairperson
  4. Third Vice Chairperson
  5. Fourth Vice Chairperson/Executive Secretary
- b) The named officers and all former Chairpersons currently serving as members of Community Board, shall constitute the Executive Committee of Community Board No. 7, Borough of Queens, City and State of New York.
- c) To be eligible to serve as an Officer of the Community Board, a person must have been appointed a member of the Community Board by the Borough President.

## ARTICLE VI

### NOMINATIONS AND ELECTIONS OF OFFICERS

1. Officers of the Community Board shall be elected for one (1) year by open ballot at the first duly called meeting of the currently serving appointed members of the Board to be held in January of each year.

2. Candidates who receive the highest number of votes cast at that meeting for such office shall be deemed elected.
3. Nominations for positions as Officers of the Community Board shall be submitted to the District Manager, in writing, not later

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than thirty (30) days prior to the January meeting. The names of all such nominees so submitted shall appear on the ballot. The ballot shall also include blank spaces to provide for writing in names of qualified nominees who may be nominated from the floor at the January meeting.

4. At the December meeting of the Board, the Chairperson shall report those qualified nominees received for each office.
5. Every member of the Board in attendance in person at the January meeting shall be entitled to cast one (1) vote for each Officer to be elected.
6. Nominations for every office may be made from the floor at the January meeting.

## **ARTICLE VIa**

### **TERM OF EXECUTIVE OFFICERS**

1. Be it resolved that article VIa be repealed in its entirety effective immediately as per a 2/3 vote of the attending Board Members at the Board's Regular Meeting held on Monday, June 15, 2020.

## **ARTICLE VII**

### **DUTIES OF OFFICERS**

#### **(a) THE CHAIRPERSON**

1. The Chairperson shall be the Chief Executive Officer of the Board.
2. The Chairperson shall preside at all regular and special meetings of the Community Board.
3. The Chairperson shall have the right to call a special meeting when deemed necessary or upon the written request of five (5) members of the Board, within a reasonable amount of time after the written request. A special meeting must be noticed at least (10) days before the meeting to Board members and the Borough President

4. The Chairperson shall have the right to waive, terminate or adjourn a Public Hearing as permitted by law.
5. The Chairperson shall have the authority to appoint and shall appoint members to all committees and the chairpersons of same. Such committees as appointed by

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the Chairperson shall serve at the pleasure of the Chairperson.

6. The Chairperson shall have the power to decide all questions of Law and Procedures pursuant to these By-Laws.
7. The Chairperson shall have the right, in his or her sole discretion, to invite any person to address any meeting, if the Chairperson deems it necessary to the proper operation of the Community Board.
8. The Chairperson may call a meeting of the Board limited to Board members only, when permitted by law.
9. The Chairperson shall turn over all records kept in the course of the Chairmanship to the Chairperson's successor.
10. The Chairperson shall cause an agenda to be sent to the Office of the Borough President with sufficient time for distribution within ten (10) calendar days of the meeting.
11. The Chairperson shall send a notice of the time, place and subject of a Public Hearing of all actions for which a Public Hearing is mandated, for publication in an issue of the Comprehensive City Planning Calendar to be distributed at least ten (10) calendar days prior to the date of hearing.
12. The Chairperson shall meet on a regular basis with the Chairpersons of the other Queens Community Boards, at meetings of the Borough Board as well as at the call of the Borough President.
13. The Chairperson shall perform such other and further duties as are mandated or required by Law or these By-Laws, and adopt codes of procedures such as necessary for the efficient conduct and business of the Community Board.

14. In the absence of the Chairperson, the Vice-Chairpersons, in descending order, shall preside at the meetings. In the absence of all Vice-Chairpersons, then any former Chairperson still a board member of the Community Board shall preside. If there are no former Chairpersons available, then the District Manager shall preside. If the District Manager is also unavailable, the senior most Board Members shall preside over the meetings.

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**(b) THE FIRST VICE-CHAIRPERSON**

1. The First Vice-Chairperson shall have the same power, authority and duties as the Chairperson, in the absence or vacancy of the Chairperson.
2. The First Vice-Chairperson shall be ex-officio member of all committees appointed by the Chairperson.
3. The First Vice-Chairperson shall have such other and further duties, as shall be delegated to him or her by the Chairperson of the Board.

**(c) THE SECOND VICE-CHAIRPERSON**

1. The Second Vice-Chairperson shall have the same power, authority and duties as the Chairperson and First Vice-Chairperson in the absence of both Officers.
2. The Second Vice-Chairperson shall be ex-officio member of all committees appointed by the Chairperson.
3. The Second Vice-Chairperson shall have such other and further duties, as shall be delegated to him or her by the Chairperson of the Board.

**(d) THE THIRD VICE-CHAIRPERSON**

1. The Third Vice-Chairperson shall have the same power, authority and duties as the Chairperson, First Vice-Chairperson and Second Vice-Chairperson in the absence of those officers.
2. The Third Vice-Chairperson shall be ex-officio member of all committees appointed by the Chairperson.

3. The Third Vice-Chairperson shall have such other and further duties, as shall be delegated to him or her by the Chairperson of the Board.

**(e) THE FOURTH VICE-CHAIRPERSON/EXECUTIVE SECRETARY**

1. The Fourth Vice-Chairperson/Executive Secretary shall have the same power, authority and duties as the Chairperson, First Vice-Chairperson, Second Vice-

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2. Chairperson and Third Vice-Chairpersons in the absence of those officers.
3. The Fourth Vice-Chairperson shall be ex-officio member of all committees appointed by the Chairperson.
4. The Fourth Vice-Chairperson shall have such other and further duties, as shall be delegated to him or her by the Chairperson of the Board.

**ARTICLE VIII**

**THE BOARD STAFF**

**(a) DUTIES OF THE DISTRICT MANAGER \***

1. The District Manager shall have responsibility for processing service complaints and shall implement procedures for the record keeping of such processing.
2. The District Manager shall preside at all meetings of the District Service Cabinet.
3. The District Manager shall perform such other duties as may be assigned by the Chairperson of the Community Board.
4. The District Manager shall be directly responsible for the operations and staff of the Community Board as mandated by the City Charter.
5. **The District Manager selects, hires and supervises District Office Staff Members in consultation with and with approval of the Board's Chairperson. In cases of termination the District Manager may terminate a District Office Staff Member in consultation with the**

approval of a majority vote of the Executive Board.  
Revised (new to DM duties) as of June 15, 2020

**(b) COMMUNITY BOARD EMPLOYEES**

1. Shall keep complete and accurate minutes of every Public Meeting and tape recordings of every Public Hearing of the Board.
2. Shall mail a draft copy of the minutes of each Public and Regular meeting to the Chairperson of the Board as soon as possible, but not later than (14) days after each such meeting.

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3. Shall keep records of attendance for all members of the Board and a record of the votes cast by each member of the Board on all matters on which a vote is taken
4. Shall distribute the minutes of previous meetings to all members of the Board and Director of Community Boards as soon as practicable, but in no event later than thirty (30) days after such meeting, unless otherwise directed by the Chairperson.
5. Shall at the direction of the District Manager in consultation with the Chairperson, conduct all official correspondence of the Board.
6. Shall perform such other duties as the Chairperson or District Manager shall direct.

**ARTICLE IX**

**COMMITTEES OF THE COMMUNITY BOARD**

There shall be Standing and Special Committees of the Community Board as well as Task Forces appointed by the Chairperson as the need for same arises.

\* See Page 290 New York City Charter as amended to December 31, 1989.

1. The Chairperson shall appoint all members of Committees and Task Forces in his sole discretion. The Chairperson may solicit requests from members of the Board for appointment to a particular committee or task force.
2. Appointed members of the Board must actively participate on at least two (2) standing committees, but may serve on as many committees to which they are appointed.

3. As of the date of these By-Laws, the Standing Committees deal with the following subject areas and/or City Agencies:

DEPARTMENT OF PARKS & RECREATION, DEPARTMENT OF BUILDINGS, OFFICE OF ECONOMIC DEVELOPMENT, EDUCATION AND YOUTH, ENVIRONMENTAL PROTECTION/SANITATION, HOUSING PRESERVATION AND DEVELOPMENT, HUMAN RESOURCES, POLICE & FIRE/PUBLIC SAFETY, TRANSPORTATION, CULTURAL AFFAIRS/LANDMARKS, ZONING, SENIOR CITIZENS, CONSUMER AFFAIRS.

4. The Chairperson may appoint or establish such other standing or special committees as he or she shall deem necessary. There may

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be included on such committees, persons who are not members of the Community Board, but who have some other significant interest in subject area of the committee.

5. Members of the Community Board must constitute a majority of all appointed members of any Standing or Special committee.
6. Board Members who are not members of the Executive Committee are prohibited from instructing or directing employees/staff of the Community Board in the performance of their duties
7. The Executive Committee which shall consist of the Chairperson, Officers of the Board, former Chairpersons of the Board currently serving on the Board, shall supervise matters pertaining to the District Manager, including, but not limited to the hiring and discharging of the District Manager with the advice and consent of the Community Board,

## ARTICLE X

### RESPONSIBILITIES AND DUTIES OF COMMUNITY BOARD MEMBERS

1. Shall as stated in the New York City Charter attend ALL regularly scheduled monthly meetings of the Board.
2. Shall as stated in the Charter attend ALL regularly scheduled meetings of the Standing and Special Committees to which the member has been assigned.
3. Shall vote on all matters presented to the Board for a vote, except where there is a conflict of interest, as defined in Chapter 68 of the New York City Charter.

4. Shall not speak publicly on behalf of the Board unless duly authorized by the Board or the Chairperson.
5. Shall not use Board stationery, forms or other resources of the Board unless duly authorized by the District Manager or the Chairperson.
6. Shall vote in person, and not by proxy, on all matters that come before the Board and/or committee for such vote.
7. Shall perform such other duties as may be from time to time requested by the Chairperson of the Board and as agreed to by the member.

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## **ARTICLE XI**

### **QUORUM**

#### **1. REGULAR AND SPECIAL MEETINGS**

The quorum for the transaction of business at all Regular and Special duly called meetings of the Board, shall consist of Fifty (50%) percent of the total of currently serving appointed members of the Board plus one (1) who shall be entitled to vote upon any matter which may come before the Board.

#### **2. PUBLIC HEARINGS**

The quorum for the conduct of a Public Hearing shall consist of Twenty (20%) percent of the total of currently serving appointed members of the Board, but in no event fewer than seven (7) such members. The minutes of a Public Hearing shall record the individual members present at such meeting.

## **ARTICLE XII**

### **VACANCIES**

#### **1. OFFICERS**

The Chairperson of the Board may appoint a Board Member to fill the remaining term of an officer whose position has become vacant for whatever reason, until the first meeting of January next, when the vacancy shall be filled by a vote of the full Board, pursuant to the applicable provisions of these By-Laws.

#### **2. APPOINTED MEMBERS**

A vacancy which occurs in the appointed membership of the Board may be filled at any time by the Borough President for the remainder of that members unexpired term in the same manner as regular appointments to the Board. Nothing herein shall be construed as to require such appointment by the Borough President,

## **ARTICLE XIII**

### **MEETINGS OF THE COMMUNITY BOARD**

1. The Board shall meet at least once a month, except during July and August. Additional meetings of the Board may be called at any time at the sole discretion of the Chairperson of the Board or upon the written request of at least five (5) members of the currently serving appointed membership of the Board. The Chairperson may schedule said requested meeting within ten (10) days of the receipt of the written request.

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All meetings, including Committee Meetings, shall be open to the public, and may be attended by all currently serving appointed

2. Members of the Board, and may be attended by the Community Board Coordinator, Department of City Planning and elected officials.
3. The Board may meet in Executive Session pursuant to a majority vote of the total currently serving appointed members of the Board present at the meeting, provided that no final action shall be taken at such Executive Session.
4. No Board member may invite any person to address the Board or a committee without the express permission of the Chairperson or the officer presiding at the meeting.
5. All decisions of the Board shall be made by a majority vote of the members present and entitled to vote during the presence of a quorum.
6. The votes of all members present and voting shall be recorded and kept as a public record.
7. Members of the public may not participate in the debate or discussion of matters before the Board, except as otherwise provided herein, or as part of a PUBLIC HEARING. Members of the Board may present questions, in their sole discretion, posed by members of the public, during the discussion and debate.

## **ARTICLE XIV**

### **PUBLIC HEARINGS**

1. Public Hearings shall be held in accordance with the requirements of the Open Meetings Law and, where applicable, the Uniform Land Use Review Procedure (ULURP).
2. At the conclusion of any Public Hearing or if appropriate and decided by the Board, at the next Board meeting, shall review and discuss the matter(s) discussed at the Public Hearing and vote thereon.
3. The adoption of a recommendation at a Public Hearing shall be by a public vote by a majority of the currently serving appointed members of the Community Board at a duly called meeting at which a quorum is present.
4. The written recommendation of the Community Board shall be submitted in accordance with the New York City Charter and, where applicable, ULURP, (Article IV, Section 4.064).

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5. Public Hearings shall be conducted at the discretion of the Board Chairperson in compliance with the New York City Charter.
6. At the Public Hearings, a presentation of the issue by the applicant shall be at the discretion of the Chairperson of the Committee, or if appropriate, the Chairperson of the Board, in order to insure accurate and impartial information, may permit, in his or her sole discretion, a presentation by the applicant.

## **ARTICLE XV**

### **AGENDA – MEETINGS OF THE COMMUNITY BOARD**

1. The agenda for meetings of the Board shall be prepared by the Chairperson of the Board, or in the absence of the Chairperson, the appropriate officer of the Board, with the assistance of the District Manager and the Board staff, and forwarded to the appropriate agencies, elected officials, civic associations, local press, and each Board member, no later than five (5) days prior to the date of the meeting.
2. Meeting. Additions to the agenda shall be forwarded as soon as practicable.
3. A member of the Community Board, who wishes to have an item placed on the agenda and considered by the Board, shall request the Chairperson to place the item on the agenda. The Chairperson, in his or her sole discretion, shall place the item on the agenda for consideration. A refusal to place an item on the agenda may be appealed to the Executive Committee as a motion to add an item to

the agenda and, if approved by a majority vote shall be added to the agenda.

4. The agenda for meetings of committees of the Board shall be prepared in the same manner as set forth in Section 1. of the Article, except that the Chairperson of the Committee shall be read in place of the Chairperson of the Board.
5. Unless a motion to amend the agenda is made at the meeting of the Board, the agenda as prepared and forwarded pursuant to Section 1. of this Article shall be deemed adopted without the need for a vote thereon.
6. A refusal to place an item on the agenda may be appealed to the Executive Committee.

## **ARTICLE XVI**

### **VOTING**

1. All matters coming before the Community Board shall be decided by majority vote of the currently serving members of the Board,

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present and voting, at a duly called meeting of the Board at which a quorum is present.

2. The Chairperson is entitled to vote on all matters to come before the Board and shall enjoy the same rights and privileges appurtenant thereto, except if the Chairperson wishes to participate in the debate he or she shall relinquish the Chair for the duration of the debate.
3. All members of standing and special committees, whether or not members of the Board, shall be entitled to vote at Committee meetings. The votes cast at such meetings shall be tallied as a total, and separately Board and non-Board members.
4. Committee votes may be taken by telephone if the vote complies with applicable law under the discretion of the Chairperson of the Board.

## **ARTICLE XVII**

### **REMOVAL FROM OFFICE - OFFICERS AND MEMBERS OF THE BOARD**

#### **1. REMOVAL OF OFFICERS OF THE COMMUNITY BOARD**

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

- a. A motion may be made at any regularly scheduled or specially called meeting of the Board, provided that a notice that such motion will be made at that meeting is included in the agenda for that meeting. The Board member who is the subject of the removal motion must be separately notified of such motion, in writing.
- b. Approval of a removal motion must be by a two-thirds (2/3)-majority vote of the entire present and voting membership of the Board.
- c. Upon approval of the motion, by a 2/3 vote, the presiding officer, who shall be the highest-ranking officer present at the meeting, (not the subject of removal proceedings), shall appoint a Special Committee of five (5) persons, at least three (3) of whom shall be members of the
- d. Executive Committee and two (2) from the regular membership, to investigate allegations, which shall be in writing, and attested to by the person or persons making the allegations.

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- e. Upon receipt of the written allegations, the Special Committee shall meet, on written notice to the members and the subject of the allegations at least ten (10) days before the scheduled meeting to investigate the allegations.
- f. The Board Member who is the subject of the allegations shall have the right to contest the allegations, including but not limited to having counsel of his choosing present at the meeting, the right to call witnesses and to offer evidence, as well as question the person or persons making the allegation as well as cross-examine witnesses. The Special Committee may call additional meetings, in its' discretion or at the request of the subject of the removal proceedings.
- g. The Special Committee must issue a written report, which also may include a minority report to the full Board.
- h. Upon receipt of a majority report from the Special Committee, which sustains the allegations and recommends removal, the Chairperson of the Board shall call a Special Meeting for the sole and express purpose of considering the removal of the member from their position as an Officer of the Board.

- i. The member who is the subject of the majority report to the Board shall have the same rights at the Special Meeting of the Board called to consider the allegations as at the Special Committee meeting.
- j. Approval of the report of the Special Committee and the recommendation for removal and the removal must be made by a vote of three-fourths (3/4) of the present and voting serving appointed members of the Board. Such removal shall take effect immediately.

2. **REMOVAL OF MEMBERS OF THE COMMUNITY BOARD**

Any appointed member of the Board may be removed for cause, which shall include substantial nonattendance at Board or Committee meetings over a period of six (6) months.

- a. The procedure for the removal of a member of the Board shall be the procedure set forth in Section (1) of this Article for the removal of an Officer of the Board.

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- b. Nothing herein shall be construed to restrict the powers of the Borough President to appoint members of the Community Board, or to remove them from office.
- c. Removal of an Officer of the Board pursuant to Section (1) of this Article shall constitute removal of that person from the Board unless specifically decided to the contrary by the Board.
- d. The vote required for the removal of a member of the Board shall be a majority vote of the Board pursuant to Section 2800 of the New York City Charter.

**ARTICLE XVIII**

**AMENDMENT TO THE BY-LAWS**

After adoption these By-Laws may be amended at any regular or special meeting of the Community Board called for that purpose in accordance with the following procedure:

1. An amendment to the By-Laws may be proposed by any currently serving appointed member of the Board by forwarding a copy of the proposed amendment to the

Chairperson of the Board, in writing, and requesting that the amendment be presented to the Board for adoption.

2. Upon receipt of a proposed amendment to the By-Laws, the Chairperson shall forward the proposed amendment to the Legal Committee or a Special Committee appointed for that purpose, with a request that the committee meet and report the amendment to the Board for consideration along with a recommendation for or against adoption
3. The Legal Committee or Special Committee shall meet upon five (5) days notice to the membership of the Board, and report to the Board for or against adoption. At the Committee Meeting any currently serving appointed member of the Board may offer comments on the proposed amendment. The committee, in its' sole discretion, may solicit additional opinions as it deems necessary.
4. The committee shall report its' recommendations to the next regularly scheduled meeting or Special Meeting of the Board called for that purpose along with the recommendation.

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5. Approval of the amendment shall be by a two-thirds vote of the members present and voting at a meeting at which a quorum is present.
6. The adopted amendment shall take effect upon adoption or according to its' provisions.
7. Copies of the text of the proposed amendment shall be forwarded to the members of the Board along with the meeting notice and agenda for the meeting at which it will be voted upon.
8. Procedures for the conduct of Board Members at meetings may be issued, from time to time, by the Chairperson of the Board and shall not be subject to this procedure

#### ARTICLE XIX

#### RULES OF ORDER AND DECORUM

1. ROBERTS RULES OF ORDER shall govern all meetings of the Community Board and any Standing or Special

Committees of the Board, including Public Hearings, insofar as they are not in conflict with applicable law, or the New York City Charter. If a conflict exists between

ROBERTS RULES OF ORDER and these By-Laws, the By-Laws shall prevail.

2. The Chair of the Board and/or the presiding officer at any meeting of the Board or Committee of the Board may appoint a Parliamentarian to assist the Chair.
3. The Board may adopt such rules and regulations as it deems necessary for the day-to-day conduct of its' business except they may not conflict with these By-Laws or the Rules and Regulations as set forth in the New York City Charter.
4. Members of the Board are prohibited from requesting employees of the Board from performing any services, except as specifically permitted by the Chair of the Board in its' sole discretion.
5. At any meeting of the Board or of a Committee of the Board or at a Public Hearing, the Chairperson, or the
6. Presiding Officer, in the sole discretion of that Officer, may appoint one or more Sergeants-At-Arms for the purpose of maintaining order and decorum at the meeting.