

**Administrative Rules of Procedure
Community Board 2 of Staten Island**

Adopted on June 18, 2013

Preface

The name of this organization shall be known as Community Board 2 of Staten Island with boundary lines as set by the New York City Charter, Local Law Chapter 69, Section 2702. These rules are adopted with the purpose of supplementing New York City Charter Local Law 70, Sections 2800 and 2801, titled Community Boards and Actions of Community Boards and establishing the Board's authority, structure, and method of conducting its business. Said rules are to be consistent with said laws and rules, and where there is an inconsistency between the Administrative Rules of Procedure of Community Board 2 and Section 2800 and 2801, the Section shall control and the Administrative Rules of Procedure of Community Board 2 will be of no effect, but only insofar as the inconsistency. A Board cannot have more than fifty members; one-half selected by the Borough President, and one-half by recommendations of the City Council Members whose District or any part thereof is within the boundaries of the Community Board District.

Article I.

Membership

Name, Authority and Responsibilities

All Members of the Board shall serve a two year term which is staggered, one-half of its members serving for a term of two years beginning on the first day of April in each odd-numbered year in which they take office, and one-half beginning on the first day of April in each even-numbered year in which they take office. Members may serve until their successors are appointed, but no member may serve for more than 60 days after the expiration of his or her original term unless reappointed by the Borough President.

The Borough President shall appoint the members, but at least one-half of whom shall be appointed from nominees of the Council Members elected from Council Districts which include any part of the Community District. In addition, all such Council Members are non-voting Members of the Community Board. The number of members appointed on the nomination of each such Council Member shall be proportional to the share of the district population represented by such Council Member.

Not more than twenty-five percent of the appointed members shall be city employees. No person shall be appointed to or remain as a Member of the Board who does not have a residence, business, professional, or other significant interest in the district.

The Community Board shall have such responsibilities as are mandated by the New York City Charter as may be in force.

Article II.

The Officers

The Officers of the Board shall consist of a Chairperson, First Vice Chairperson, Second Vice Chairperson, Third Vice Chairperson, Secretary, and Treasurer. Each Officer shall perform such duties as are incidental to their office as enumerated below, and in accordance with generally accepted rules of Parliamentary Procedure.

Section One

Duties of the Chairperson of the Board

1. The Chairperson of the Board shall perform all duties as prescribed in the New York City Charter under the specific mandates in Article II and any other duties prescribed by law.
2. The Chairperson of the Board shall preside over Executive Committee, Steering Committee, all regular and special meetings of the Board, or designate a representative to preside over special meetings.
3. The Chairperson of the Board shall supervise the District Manager and staff of the Board.
4. The Chairperson of the Board shall serve as Ex-Officio Member of all Standing Committees and Special Committees. Such Chairperson is to appoint all Chairpersons of the Standing Committees and its members and assure every Board member is on at least two committees.
5. The Chairperson of the Board shall coordinate, monitor and direct all activities of the Board.
6. The Chairperson of the Board shall preside over the Board's regular meetings, prepare the agenda with the assistance of the Steering Committee, and to announce and conduct the business of the Board guided by such agenda.
7. The Chairperson of the Board shall state and put to vote and, if he or she deems it necessary, summarize all questions, motions, and/or resolutions which are to be moved, or necessarily arise in the course of the Board's business, and announce the result of the vote.
8. The Chairperson of the Board shall represent, stand for, and lead the Board and carry out the Board's decisions.
9. The Chairperson of the Board shall represent the Board at all meetings of the Borough Board as provided in Section 85 of the New York City Charter, or designate his or her representative to attend any such meetings.
10. The Chairperson of the Board shall appoint a Sergeant-at-Arms, whose responsibility shall be to keep and maintain order at all meetings.

Section Two

Duties of the First Vice-Chairperson

1. The First Vice-Chairperson shall preside at the regular monthly meeting of the Full Board in place of the Chairperson of the Board when he or she is unable to attend.
2. If the Chairperson of the Board can no longer serve or is unable to serve as Chairperson before his or her term has expired, the First Vice-Chairperson shall succeed the Chairperson until the Board elects a new Chairperson at the next regularly scheduled election.
3. The First Vice-Chairperson shall serve as Chairperson of the Board in his or her absence, and fulfill such other responsibilities as the Chairperson of the Board shall delegate to him or her, and is a member of the Executive Committee.
4. The First Vice-Chairperson shall act as an Ex-Officio Member of all Standing Committees.

Section Three

Duties of the Second Vice-Chairperson

The Second Vice-Chairperson shall fulfill such responsibilities as the Chairperson of the Board shall delegate to him or her and shall act as Chairperson in his or her absence, and in the absence of the First Vice-Chairperson, and be a member of the Executive Committee.

Section Four

Duties of the Third Vice-Chairperson

The Third Vice-Chairperson shall fulfill such responsibilities as the Chairperson of the Board shall delegate to him or her and shall act as the Chairperson in the absence of the Chairperson, and the First and Second Vice-Chairpersons, and be a member of the Executive Committee.

Section Five

Duties of the Secretary

1. The Secretary shall keep a record of all Procedures of the Board, and of the Executive and Steering Committees of the Board, and any other meeting the Chairperson shall deem necessary, keep on file all committee reports, keep the official membership roll, and call the roll where required.

2. The Secretary shall count all the votes and record all votes at the regular meeting of the Board and special meetings.
3. The Secretary shall insure that the minutes comply with the requirements of the Law.
4. The Secretary shall prepare the Annual Report of the Board for submission to the Mayor and Borough President of Staten Island at the regular meeting of the Full Board in June. Said report shall be approved by the Board prior to submission.
5. The Secretary shall make the minutes and records of the Board, Executive Committee, Steering Committees, Standing Committees, and Special Committees available to Board Members and to the general public in accordance with the requirements of the Freedom of Information Act and Open Meetings Law (Articles 6 and 7, Public Officer's Law).

Section Six

Duties of the Treasurer

1. The Treasurer shall prepare and present a written Operating Budget for the Board.
2. The Treasurer shall administer payment of the Board's funds according to applicable laws and regulations and shall perform all other duties as directed by the Chairperson of the Board.
3. The Treasurer is directly responsible for administering the Budget appropriations, and to assure that the funds appropriated are expended in accordance with the appropriation.

Article III.

Election of Officers

Section One

Nominating Committee

1. There shall be a Nominating Committee comprised of any and all members of the Community Board in good standing who are interested in serving on the committee, and not interested in seeking an Officer's position.
2. Anyone interested in serving on the committee must declare their interest no later than the March meeting of the Full Board, at which time the membership for the committee shall be established.
3. The committee shall elect its own Chairperson from amongst the committee members at its first meeting by majority vote.
4. Members of the committee are ineligible to run for an Officer's position, and the committee is precluded from nominating any of its own members for an Officer's position.
5. The discussions of the Nominating Committee shall be conducted in Executive Session, although its recommendations shall be made public.
6. The committee shall present the Slate of Officers at the June meeting of the Full Board.

Section Two

Election of Officers

1. Elections shall take place at the June meeting of the Full Board. Only the members present may participate in the election
2. Elections shall be by one vote, unless otherwise prescribed by the law. A simple majority of the Board Members present shall elect the Officers.
3. Should no majority be achieved on the first ballot, only the two candidates with the most votes shall be placed on the second ballot.
4. The Nominating Committee shall conduct the elections. After the elections have concluded, the meeting shall be turned back over to the current Chairperson of the Board. The newly-elected Chairperson of the Board will begin his or her term at the conclusion of the meeting.

Section Three

Succession to Higher Office

1. If a vacancy of an office of the Board occurs, succession to higher office shall be limited to the First Vice-Chairperson, Second Vice-Chairperson, or Third Vice-Chairperson in that order.
2. The Secretary and Treasurer shall not advance to higher office.
3. When a vacancy occurs that cannot be filled by advancement, the Chairperson of the Board shall announce such vacancy at the first regular meeting of the Full Board following the vacancy, if not before. When a vacancy occurs, the Chairperson of the Board shall ask for nominations to fill the vacancy, and elections shall be held immediately after the nomination by open ballot. A simple majority of those present shall contribute election to the office.

Article IV.

Committees

Section One

Standing Committees

1. No members other than members of the Board who are members of the committee shall be allowed to vote on any issue.
2. The Chairperson of the Board shall appoint members to such committee and Chairperson. The committee Chairperson shall serve at the pleasure of the Chairperson of the Board.
3. Notice of each committee meeting shall be sent to its members prior to the meeting of such committee and shall, whenever possible, state the agenda for the meeting. Additions to the agenda may be made at each committee meeting with the approval of the Chairperson of the said committee.

Section Two

Executive Committee

1. The Executive Committee shall consist of all the elected Officers of the Board.
2. The Executive Committee shall meet on an as needed basis. It shall meet between the regularly scheduled meeting of the Full Board, with the date and the time to be decided upon by the Executive Committee.
3. The Executive Committee, subject to the approval of the Full Board, shall have the responsibility for carrying out such functions as deemed appropriate between the regular meetings of the Full Board.
4. The appointment of representatives to outside organizations and/or agencies by the Chairperson of the Board shall be with the advice of the Executive Committee.
5. A majority of the members of the Executive Committee shall constitute a quorum for said committee meetings.
6. The Executive Committee can take action, if necessary, in emergency situations, between the regular meetings of the Full Board, and/or when there is insufficient time to hold a special meeting of the Full Board. Said Committees' actions are to be ratified or disapproved by the Full Board at its regular or special meeting.

Section Three

Steering Committee

1. The Steering Committee shall consist of all the elected Officers of the Board and the Chairpersons of all Standing and Area Committees, and in addition, former Chairpersons of the Board who are present members of the Board.
2. The Chairperson of the Board shall conduct this meeting on the same day as the Executive Board meeting, prior to the Executive Board's meeting.
3. The Steering Committee shall be responsible for the preparation of the Official Agenda for the next regular meeting of the Full Board.
4. The Steering Committee shall maintain minutes of its proceedings, and summary of said minutes shall be reported to the Full Board by the Chairperson of the Board at the next regular meeting of the Full Board.
5. A quorum of the Steering Committee shall consist of a majority of the members of the Steering Committee.
6. The Chairperson of the Board shall be responsible to develop an Agenda for the Steering Committee meetings.
7. Special meetings of the Steering Committee may be called by the Chairperson of the Board.
8. In the event that a Standing Committee Chairperson or Vice-Chairperson is unable to attend a Steering Committee meeting, an alternate must be designated by the Chairperson of that Standing Committee. Elected Officers who cannot attend a meeting of the Steering Committee must notify the Chairperson of the Board, Secretary, or the District Manager.

Section Four

Special Committees

1. A Special Committee shall be any committee other than a Standing Committee or Nominating Committee. Such committee and its Chairperson shall be appointed by the Chairperson of the Board. It shall be involved in matters not conflicting with the direct responsibilities of any other committee.
2. Chairpersons of the Special Committees shall submit reports in writing of any resolutions offered by his or her committee to the Full Board.
3. The Chairperson of the Board can disband the Special Committee when it is felt that the Special Committee has served its purposes.

Section Five

Committee Reports

1. Committee reports, unless otherwise waived by action of the Board, shall be in writing, and must be submitted on a monthly basis, prior to the Steering Committee meeting.
2. Committee reports, when rendered, shall indicate the consideration and/or actions taken by the Committee on each and every pending matter previously referred to the Committee.
3. The Committee reports shall additionally include the time and place of the committee meeting, the name of those committee members present, absent, and excused, and the vote count on each motion or resolution. The name of non-Board Members who attend should also be included.

Section Six

Legislative Review and Ethics Committee

1. The Legislative Review and Ethics Committee shall be responsible for the provision to expertise on all applicable laws and regulations governing the Board's actions, and to process inquiries regarding ethics and legality.
2. The Committee shall review any new City, State, and Federal Legislation having an impact on the Board's District or functions, and report same to the Full Board.
3. The Committee shall also advise Members of the Board on opinions and rulings of the Board of Ethics and the Corporation Counsel.

Section Seven

Capital & Expense Budget Committee

1. It shall be the responsibility of the Committee to implement the Board's activities in the New York City Budgetary Procedure as defined by the New York City Charter.
2. The Committee shall have responsibility of grants, community development funding and other Federal and State program funding, except where related to funding for youth services.
3. The Committee shall provide the Treasurer of the Board with such assistance as may be required.

Section Eight

Land Use Committee

1. The Land Use Committee shall review, comment, and vote on any developments proposed within their boundaries.
2. The Land Use Committee shall have responsibility for recommending to the Full Board with input from the affected Area Committee and community residents regarding the proper utilization of a vacant land.
3. The Land Use Committee shall review all zoning, mapping, variances, franchises, disposition of real property selection by city agencies, leases, and special permits before the Land Use Committee holds its hearings.
4. It shall be the responsibility of said committee to implement the Uniform Land Use Review Procedures (ULURP). The Land Use committee shall conduct public hearings pursuant to ULURP, and report to the Board its findings and recommendations. Its findings then will be voted on by the Full Board at its next regular meeting to comply with the time procedure of the ULURP requirements.
5. The Land Use Committee shall be responsible for zoning, mapping, variances, franchises, dispositions of real property, site selections, leases, and special permits.
6. Minutes of the Land Use Committee shall be maintained.

Section Nine

Public Service Committee

It shall be the responsibility of said committee to report to the Board on matters of utility services, sanitation, fire protection, police protection, street maintenance, water and air resources, environmental systems, schools, library, and delivery of all city agency services.

Section Ten

Health Services Committee

It shall be the responsibility of said committee to report to the Board on matters concerning health and related services, including both mental health, and physical health.

Section Eleven

Traffic and Transportation Committee

It shall be the responsibility of said committee to report to the Board on matters concerning traffic and transportation issues and services.

Section Twelve

Youth Services Committee

It shall be the responsibility of said committee to report to the Board on matters concerning youth. It shall also be the responsibility of the Youth Services Committee to identify youth needs, and resources to meet those needs, make local priorities, plan for implementation, disseminate information on Youth Services, review all proposals for governmental funding of Youth Services within the community, provide a forum for discussion of youth problems, and help to better coordinate services to youth.

Section Thirteen

Environmental Protection Committee

It shall be the responsibility of said committee to report to the Board on matters concerning the environment.

Section Fourteen

Aging Committee

It shall be the responsibility of said committee to report to the Board on matters concerning issues affecting senior citizens.

Section Fifteen

Parks Committee

It shall be the responsibility of said committee to report to the Board on matters concerning parks and recreation, museums and other cultural institutions.

Section Sixteen

Law Committee

It shall be the responsibility of said committee to report to the Board on any legal matters. The Chairperson of the Law Committee shall also serve as Parliamentarian and be responsible for assuring the Board's compliance with these Administrative Rules and advise the Board on matters of parliamentary procedure.

Article V.

Community Advisory Area Committees

1. There may be four Area Committees as presently delineated, defined and designated by the Chairperson.
2. The responsibilities of these Area Committees of the Board shall include, but need not be limited to, studying, analyzing and recommending action on all issues, activities, and proposals referring to the appropriate Standing Committee for action.

Article VI.

Public Hearings

Section One

Schedules

1. Public hearings, other than the regularly scheduled monthly Board meeting, shall be called by the Chairperson and the time and place shall be designated by the Chairperson.
2. Such hearings shall not be scheduled to take place at the same times as a regularly or specially scheduled meeting.
3. The Chairperson shall designate himself or herself or a member of the Steering Committee to preside over such a hearing.
4. The composition of each hearing panel and the conduct of the hearing shall be in conformity with the appropriate law and regulations pertinent to the subject matter of the hearing.
5. The Chairperson shall designate the members to sit on the hearing panel and this panel shall report and make recommendations to the Full Board for its final vote.
6. Approval by the Steering Committee shall be required prior to the advertisement and holding of a public hearing by the Board, the hearing panel, or any of its committees.
7. All persons appearing at a public hearing shall be given the right to speak if they wish to do so, subject to reasonable time limits and parameters as set forth in these Administrative Rules of Procedures, and in the discretion of the Chairperson.
8. Anyone wishing to address the Board or its committees at a public hearing shall list their name on a speaker's form provided by the Board. Speakers on each item shall be called by the hearing Chairperson in the order listed on the speaker's form with the exception that public officials and the sponsor of the proposal and/or his or her representative may be allowed to speak first.
9. The record of a public hearing on all matters except Land Use shall consist of minutes, a list of the speakers' names and affiliations, if any; a motion, on a form provided for that purpose of each speaker's own indication of support or opposition to the application/proposal; and other exhibits or written statements offered by speakers. A record of all public hearings shall be maintained.
10. A quorum at a public hearing by a committee shall consist of a majority of the members of the committee
11. Committees shall report at regular Board meetings (as part of written committee reports) on public hearings held during the proceeding month.

Section Two

Uniform Land Use Review Procedure

1. Public hearings on matters covered by the Uniform Land Use Review Procedure (ULURP) shall be legislative type hearings, without sworn testimony or strict rules of evidence.
2. The Chairperson of the committee holding the hearing shall preside at the hearing. In his or her absence, the Vice-Chairperson of the committee shall preside or an appointed representative.
3. Board members shall be notified by the Chairperson of the committee at least seven (7) days in advance of all public hearings. Invitations to hearings shall be sent to community organizations, governmental agencies, public officials, and to other interested parties, including the press, as deemed appropriate by the Chairperson of the committee holding the hearing.
4. The Land Use Committee shall process all Land Use matters referred to it under the Uniform Land Use Review Procedure (ULURP), or under any other provision of the New York City Charter of Law, including applications for zoning variances or special permits under the jurisdiction of the Board of Standards and Appeals.
5. All applications on Land Use matters shall be duly recorded when received by the Board office, and promptly thereafter referred to the Chairperson of the Land Use Committee and interested community committee(s) with advice as to when Board action is required to be taken in connection with such application.
6. The Chairperson of the Land Use Committee and interested community committee, after receiving an application, shall consult with the members of the committee and hold a committee meeting; and, upon the recommendation of the majority of the committees shall formulate a recommendation for action by the Board.
7. Except as provided elsewhere under this section, within sixty (60) calendar days after the receipt of a completed Land Use application, the Board will hold a public hearing, and will adopt and submit a written recommendation concerning such application to the referring agency.
8. In the case of proposed lease of property of the City or to the City, which does not involve a substantial Land Use interest, the Board may waive the holding of a public hearing and the preparation of a written recommendation by a majority vote of the members in attendance at a regular or special meeting of the Board, which has been open to the public. When the Board chooses to hold a hearing and prepare a written recommendation to a proposed lease, such hearing shall be held and such recommendation shall be submitted within thirty (30) calendar days after the Board's receipt of such application from the Department of City Planning.

9. Public hearings on Land Use matters subject to ULURP shall require the presence of at least 20% of the Board's members, but no fewer than seven (7) of its members present, to provide a quorum. The minutes of a meeting at which a public hearing was held shall record the names of the individual members present.
10. Public notice of the time, date, place, location, and subject of a public hearing on Land Use matters shall be prepared and sent under the coordination of the Chairperson of the Board, and shall be given by publication in "The City Record" for the ten (10) calendar days prior to the date of the hearing; by letter to the applicant not later than ten (10) calendar days prior to the date of the hearing (this last provision applies only to actions that result in the acquisition of property by the City, whether by condemnation or otherwise) and by publication of at least one (1) local newspaper having borough-wide distribution.
11. The adoption of a final Land Use Committee report and recommendation by the Full Board, or the waiver for a public hearing and recommendation by the Full Board, shall be by a public vote which results in approval by a majority of the appointed Board Members present during the presence of a quorum at a duly called meeting of the Board, which has been open to the public.
12. Adopted Board recommendations and reports and covering letters, or covering letters indicating the adopted waiver of a public hearing and recommendation by the Board, shall be prepared by the Land Use Committee, shall be signed and submitted by the Chairperson of the Board to the City Planning Commission, to the Borough President of Staten Island, to the applicant, and to any other agency or person to whom notice is required to be sent under the Uniform Land Use Review Procedure.
13. In the case of an application for a variance of the Zoning Resolution or special permit under the jurisdiction of the Board of Standards and Appeals, the adopted recommendation or recommendation for waiver, and covering letter of the Board shall be prepared by the Land Use Committee, shall be signed and submitted by the Chairperson of the Board to the Board of Standards and Appeals, the City Planning Commission, the applicant, and any other agency or person to whom notice is required to be sent under the New York City Charter or any other law.
14. Appeals of Board of Standards and Appeals decisions shall be taken by the Board in accordance with Section 4.070 of the Uniform Land Use Review Procedure.

Article VII.

Regular Board Meetings

1. Regular monthly meetings of the Board shall be held on the third Tuesday of the month except during the months of July and August and except on City or legal holidays (in which event another day shall be selected).
2. Members of the Board and the public shall be given advance notification of regular and special meetings of the Board. A written agenda shall accompany such meeting notices to Board members. Special meetings of the Board can be called by the Chairperson of the Board. Board meetings shall be available for cable casting and broadcasting.
3. A quorum shall consist of a majority of the members of the Board.
4. All regular meetings shall be open to the public. All meetings, to the extent not inconsistent with these rules and the New York City Charter, shall be governed by Robert's Rules of Order. After a quorum is present, the meeting shall open. At each regular meeting, the Board shall set aside time to hear from the public. Each public speaker shall be limited to two minutes unless the Chairperson presiding determines it necessary to give extended time for the Board members to understand the position exposed. The time limit applies to each individual speaker and speakers may not yield their time to another speaker so as to increase their individual time limit. The Board members shall not respond directly to public comments.
5. All public meetings shall end by 10:00 p.m. unless a majority of the quorum votes to extend the time.

Article VIII.

Voting at Community Board Meetings

1. A majority of the appointed members of any Community Board shall constitute a quorum of such Board.
2. A majority of the members present and entitled to vote during the presence of a quorum shall constitute the decision of the Board.
3. All Members of the Board are deemed entitled to vote on matters before the Full Board unless excluded by such provision. No Community Board Member may vote on a matter which may result in a personal and direct economic gain to the member or any member of his or her immediate family.
4. If Members of the Board recuse themselves from voting, then the number of members who are entitled to vote is reduced, and the majority required for passage is reduced accordingly. When a vote is taken, members not entitled to vote are not counted as abstaining, but they are counted as present for the purpose of maintaining a quorum.
5. No Members of the Board who work for the City may vote on a matter that directly affects the city agency by which he or she is employed.

Article IX.

Attendance

Section One

Regular Attendance

1. Attendance shall be recorded at each regular, special, and committee meeting. Any member who cannot appear at a meeting should, to the extent possible, give early notice to the Board office along with the reason
2. Anyone wishing to leave a regular or special meeting prior to the completion of such meeting shall receive permission from the Chairperson of the Board at the beginning of the meeting, if possible, or shall request permission later. When such person leaves, the number of persons required to meet a quorum is determined by the remainder still present.

Section Two

Excessive Absences

1. Any member who is absent without excuse from three consecutive meetings of the Board or Standing Committees, or from more than one-half of the regular or special meetings of the Board called in the calendar year may be removed by action of the Board. The Borough President is to be apprised of any such action within ten (10) days.
2. The Legislative Review and Ethics Committee shall review the members' attendance and make a recommendation for action to be taken.
3. The Board, at its first regular Full Board meeting following the recommendation of the Legislative Review and Ethics Committee may vote to remove the member by a majority of the members present.

Article X.

Misconduct

All members shall adhere to the Code of Ethics and may be removed for misconduct on a majority vote of the members present at a regular Board meeting following a recommendation of removal by the Legislative Review and Ethics Committee. The member charged shall have the right to appear before the Full Board of Executive Session to address the charges and may be represented by counsel. The vote, however, shall be open to the public. The Borough President shall be notified within ten (10) days of any removal action.

Article XI.

Miscellaneous

1. These Administrative Rules of Procedure of Community Board 2 shall be reviewed annually by the Law Committee.
2. The committee shall circulate the specific language of any proposed amendment with the agenda at its next regular meeting.
3. The Administrative Rules of Procedure of Community Board 2 must be approved by a majority of the members present and voting to be amended.
4. All reference to gender shall be deemed applicable to male, female, or otherwise.