

CITY-WIDE PUBLIC HOUSING RESIDENT COUNCIL

BYLAWS FOR THE JURISDICTIONAL WIDE RESIDENT COUNCIL
FOR THE PUBLIC HOUSING RESIDENTS
OF
THE NEW YORK CITY HOUSING AUTHORITY

TABLE OF CONTENTS

ARTICLE I. – NAME OF ORGANIZATION.....	2
ARTICLE II. – PURPOSE AND GENERAL RESPONSIBILITIES OF COUNCIL.....	2
ARTICLE III. – PARTICIPATION OF MEMBERS	2
ARTICLE IV. – RESIDENT COUNCIL BOARD.....	2
ARTICLE V. – BOARD MEMBER ROLES	4
ARTICLE VI. – MEETINGS.....	4
ARTICLE VII. – NOMINATIONS	5
ARTICLE VIII. – ELECTIONS.....	6
ARTICLE IX – RECALL OF BOARD MEMBERS.....	7
ARTICLE X. – BOARD COMMITTEES	8
ARTICLE XI. – FISCAL AFFAIRS.....	8
ARTICLE XII. – SUPPORTING NYCHA INITIATIVES	9
ARTICLE XIII. – REPORTING AND MONITORING	10
ARTICLE XIV. – USE OF NYCHA SPACE.....	10
ARTICLE XV. – ADOPTION OF BYLAWS	10
ARTICLE XVI. – TERMINATION	10
ARTICLE XVII. – CONSISTENCY WITH HUD REGULATIONS	11
ARTICLEXVII – Organizational Chart.....	13
ARTICLE XIX – Local Tenant Associations.....	14

ARTICLE I. – NAME OF ORGANIZATION

The name of the organization shall be the Citywide Council of Presidents (CCOP) (hereinafter referred to as the "Council"). It is an organization constituted and established under 24 CFR 964.105.

ARTICLE II. – PURPOSE AND GENERAL RESPONSIBILITIES OF THE COUNCIL

The purpose of the Council is to improve the quality of life for NYCHA residents. The Council agrees to the following responsibilities:

1. Operate in a manner that is both consistent with and in compliance with 24 CFR 964 in its' entirety.
2. Receive official recognition from the NYCHA as the sole Jurisdiction Wide Resident Council pursuant to 24 CFR 964.105;
3. Act as a liaison between NYCHA and residents living in NYCHA properties;
4. Cooperate with other Councils under NYCHA's jurisdiction in representing the interests of all residents in the capacity of liaison; and
5. Provide and/or promote resident participation in training programs that support NYCHA's community development and housing operations initiatives;
6. Advise the NYCHA Board of Commissioners and the NYCHA Chief Executive Officer (or functional equivalent) in all areas of NYCHA's public housing operations including, but not limited to finances, occupancy, general management, maintenance, security, resident training, resident employment, social services, modernization priorities, evaluation of property level contractors, evaluation of property level programs and future strategic planning (pursuant to 24 CFR 964.105 (b)) and the MOU;
7. Cooperate and coordinate with NYCHA and ensure NYCHA cooperates with the CCOP by having regularly scheduled meetings, as contained in the MOU, with the local resident councils, the CCOP and NYCHA to discuss problems, plan activities and review progress (pursuant to 24 CFR 964.105 (c));
8. Coordinate with NYCHA in the appointment of representatives to the Resident Advisory Board as required by 24 CFR 903.13;
9. Serve as mediator in cross resident council and internal resident council disputes;
10. Participate in or host a city-wide activity in each borough no less than 1 time per year.

Memorandum of Understanding: The Council and NYCHA shall both sign a Memorandum of Understanding (MOU). The MOU sets forth cooperative means of determining goals and processes for achieving those goals. Additionally, the MOU outlines financial responsibilities, including resident/tenant participation funds. The MOU shall also contain the method and/or procedure for NYCHA to send the contact information for each Local Resident Council to the CCOP. The MOU shall be reviewed at least every three years (24 CFR 964.18(a)(10)). If no

revisions are needed, an entry must be made in the "Review/Revisions" section of these bylaws within 30 days of the meeting and/or revision. The term of the MOU is three years.

ARTICLE III. – ORGANIZATIONAL STRUCTURE

The Council shall be organized in the following manner:

Board: - Shall consist of the Chair, 1st Vice Chair, 2nd Vice Chair, Secretary, Corresponding Secretary, Treasurer, Financial Secretary, Business Agent, 1st Sergeant at Arms and 2nd Sergeant at Arms.

All Board Officers shall be elected by the membership of the Council at an election meeting held in the month of October and hold office for a term of three (3) years and thereafter until their respective successors are elected and installed. All Board Officers shall be installed on or before the 1st business day of November following the election.

District Council of Presidents (DCOP): Shall consist of the President from each of the District Councils:

- Brooklyn East
- Brooklyn West
- Brooklyn South
- Bronx North
- Bronx South
- Manhattan North
- Manhattan South
- Queens – North
- Queens – South
- Staten Island

If future District Councils are added, the President of that district council shall be automatically added as member of the DCOP.

DCOP Formation:

DCOPs can be formed via petition from the local resident councils or at the request of the current DCOP Chair.

DCOP Officers: Shall consist of the Chair, 1st Vice President, 2nd Vice President, Secretary, Treasurer and 1st Sergeant at Arms.

All DCOP Officers shall be elected by the membership of their respective districts at an election meeting held in the month of September and hold office for a term of three (3) years and thereafter

until their respective successors are elected and installed. All DCOP officers shall be installed on or before the 1st business day of October following the election.

The CCOP Board shall be responsible for the overall direction of the Council including, but not limited to:

- Ensuring the Council meets the requirements in Article II of these bylaws;
- Holding all official meetings of the Council;
- Taking all office actions of the Council;
- Allocation of all Council resources;
- Approval and/or Rejection of proposed DCOP budgets and spending plans prior to presentation to the Council for final approval;
- Auditing all DCOP expenditures (in support of NYCHA's requirements 24 CFR 964.150 (b) (3)) via the Auditing Committee);
- Setting the yearly goals and objectives of the Council;
- Meeting with the NYCHA Board of Commissioners and Executive Officers;
- Carrying out all functions of any DCOP if requested by a Resident Council or if required by a majority vote of the of the current DCOPs or required by a majority vote of the CCOP Board. In the event that a DCOP is either no longer recognized or no longer active, the CCOP Board shall be responsible for the temporary appointment of the DCOP Executive Board until the next scheduled election is held.
- All other duties that are prudent and necessary to carry out their role.

All District Council of Presidents shall be responsible for the overall direction of their districts as well as, but no limited to:

- Actively and positively assisting the CCOP Executive Board in accomplishing the Council's requirement under Article II of these bylaws;
- Holding all District meetings;
- Recommending official council actions to the Executive Board;
- Developing and presenting District budget and spending plans to the Executive Board for Council approval;
- Maintain accurate records for auditing, pursuant to 24 CFR 964.150 (b) (3);
- Have regular meeting with the NYCHA Borough Director and Regional Asset Managers in the District (pursuant to 24 CFR 964.105 (c));
- Assist local Resident Councils in the District with activities, advocacy and issues as requested;
- Information gathering in the District and presenting that information to the Executive Board and/or Council as needed;
- Identify common issues throughout the District and, in conjunction with the other District Councils, prepare and propose solutions to those issues or share best practices that may have been observed;
- Serve as the first line mediator in all intra and inter Resident Council disputes;
- Serve, if requested, in all Resident Council recall/removal investigations and/or proceedings in the District;

- Participate in or host an activity in no less than 33% of the local Resident Council jurisdictions per year;
- If requested by a Local Resident Council, a DCOP can run the day to day activities,
- All other duties that are prudent and necessary to carry out their role.

Membership: Membership in the Council and the District Councils shall be limited to the Presidents of the local Resident Councils that have been established and approved, pursuant to 24 CFR 964.115. The Council shall receive an updated list of current local resident council presidents from NYCHA, pursuant to the MOU. Membership in the Council shall immediately terminate if any of the following conditions arise:

- Removal from Council or DCOP office (pursuant to Article IX of these bylaws).
- Removal from the office of President a person's respective Resident Council (pursuant to the Resident Council's bylaws).
- Resignation from the office of President at their respective Resident Council.
- Resignation from a person's respective Resident Council.
- Ceases to meet the Council's membership qualifications.

ARTICLE IV. — OFFICER ROLES AND RESPONSIBILITIES

CCOP Board:

Chairperson: The Chair shall be the Chief Executive Officer and shall preside at all meetings of the Council, including special meetings, and shall have such other powers and duties consistent with these Bylaws. The Chair shall be a de-facto member in all committees. The Chair shall have the power to appoint, after receiving advice from the Executive Board, any Resident Council President as Committee Chair to all committees that do not have a Committee Chair specifically appointed by these Bylaws. The Chair shall, after receiving advice and majority consent from the Executive Board, remove any Committee Chairperson that is not specifically appointed by these Bylaws. The Chair shall, in the event any Committee Chair that is specifically appointed by these Bylaws resigns or is removed, temporarily appoint, after advise and consent from the Executive Board, any District Council President as Committee Chair until the position formerly occupied by the previous Committee Chair is filled by Council election.

1st Vice Chairperson: The 1st Vice Chair shall be the Chief Operating Officer and shall perform all duties in the absence of the Chairperson and shall succeed the Chairperson and complete the Chairperson's term in the event the Chairperson is unable to complete the term of office. The 1st Vice Chair shall, under the direction of the Chairperson, be responsible for the day to day operations of the Council and shall be responsible for ensuring that all committees are operating effectively and efficiently. The 1st Vice Chair shall be a de-facto member of all standing committees (excluding the Finance Committee. The 1st Vice Chair is prohibited from being a member of the Finance Committee). The 1st Vice Chairperson shall be responsible for and Chair of the Audit Committee.

2nd Vice Chairperson: The 2nd Vice Chair shall perform all duties in the absence of the 1st Vice Chair and shall succeed the 1st Vice Chair and complete the 1st Vice Chair's term in the event the 1st Vice Chair is unable to complete the term of office. The 2nd Vice Chair shall perform all duties in the absence of the Chairperson and shall succeed the Chairperson and complete the Chairperson's term in the event the Chairperson and the 1st Vice Chair are unable to complete the term of the Chairperson. The 2nd Vice Chair shall, under the direction of the Chair, be responsible for and Chair of the Membership Committee.

Secretary: The Secretary shall keep the minutes of all meeting of the Council and Executive Board. The Secretary shall have charge of and be the custodian of all the records of the Council, other than the open books and records kept by the Treasure (open books and records are defined as those items that are part of the current fiscal year. Once the fiscal year has closed, a copy of those records must be given to the Secretary). The Secretary shall maintain a file of all correspondence, reports and other documents belonging to, issued by or received by the Council. The Secretary shall be responsible for seeing that all notices are sent out and shall receive a full and accurate list of the names, addresses, telephone numbers and email address for all of the Executive Board Members, DCOP Members and Committee Chairs from the Membership Committee. The Secretary shall be responsible for and Chair of the Communications Committee. The Secretary shall be responsible for (along with the 2nd Vice Chair) and Vice Chair of the Membership Committee.

Corresponding Secretary: Corresponding Secretary - shall make sure that all correspondence such as Minutes, letters and or Emails that the Council has to go out will be his/her duties to assure that they are sent out by Mail or Electronically. They shall also work with the Secretary to prepare reports to be submitted to the Council.

Treasurer: The Treasurer shall have charge of all funds of the Council and shall ensure that all funds are deposited in the name of the Council in such banks or depositories as the Council may designate. The Treasurer, upon approval by the Council, shall submit to NYCHA all approved funding resolutions, budgets and commercial card (or successor funding method) limit adjustment requests to NYCHA. The Treasurer shall disburse all approved budgets to the DCOPs and retain possession of the overall approved Council budget and copies of the approved DCOP budgets. The Treasurer shall keep accurate accounts of all receipts and disbursements made from the Council budget, may request and receive copies of all DCOP receipts and expenditures and shall, at all reasonable times, exhibit said books to the membership of the Council and NYCHA at the office of the Council. The Treasurer shall, in the following circumstances, request a zero (0) limit adjustment to NYCHA for all commercial cards (or successor funding method) that:

- Are reported lost or stolen.
- Are suspected of fraudulent spending.
- Have been used for fraudulent spending.
- Requested supporting documentation has not been provided to the Audit Committee or NYCHA within 5 calendar days after request.
- Any DCOP fails to submit required to auditing documentation to the Audit Committee or NYCHA within 5 calendar days after request.

The Treasurer and the Chairperson or the 1st Vice Chair shall sign all checks on behalf of the Council. The Treasurer shall give an itemized state of the accounts of the Council and DCOPs at each regular meeting of the Council, which statement shall be filed with the minutes of the meeting. The Treasurer shall be responsible for and Chair of the Finance Committee. The Treasurer shall be prohibited from being a member of the Audit Committee.

Financial Secretary: - The Financial Secretary will keep all financial records and receipts for the Council and will work with the Treasurer to prepare reports to present to the Council.

Business Agent: - The Business Agent in the event the Chairman or the Vice Chairman of the Council either aren't available to attend a meeting then it shall be the Business Agent who will attend the meeting with No Decision making power but to serve a representative of the council . They shall take notes and minutes to bring back to the Council for their consideration and a Vote if needed.

1st Sergeant at Arms – The 1st Sergeant at Arms shall serve as the expert in the rules of order for the Council and ensure that all meetings are conducted in proper order. The 1st Sergeant at Arms shall maintain the most recently approved Council Bylaws and shall give a copy of those to the Secretary. The 1st Sergeant at Arms shall be responsible for rendering advice on parliamentary procedures, bylaw interpretations, maintaining the record of all standing orders (active and rescinded), maintaining order at all meetings of the Council and assisting in the drafting of bylaws, as requested. The 1st Sergeant at Arms shall be responsible for and Chair of the Bylaws Committee. The 1st Sergeant at Arms shall be responsible for and Chair of the

Standards Committee. The 1st Sergeant at Arms shall be responsible for and Chair of the Nominations and Elections Committee.

2nd Sergeant at Arms: - The 2nd Sgt-at-arms shall assist the 1st Sgt-at-arms with the committees they Chair to keep records, notes and correspondence and to help make a report to present to the council. And shall fill in for the 1st Sargent-at -arms in their absence.

DCOP Boards

Chairperson: The Chair shall be the Chief Executive Officer and shall preside at all meetings of the Council, including special meetings, and shall have such other powers and duties consistent with these Bylaws. The Chair shall be a de-facto member in all committees. The Chair shall have the power to appoint, after receiving advice from the Executive Board, any Resident Council President as Committee Chair to all committees that do not have a Committee Chair specifically appointed by these Bylaws. The Chair shall, after receiving advice and majority consent from the Executive Board, remove any Committee Chairperson that is not specifically appointed by these Bylaws. The Chair shall, in the event any Committee Chair that is specifically appointed by these Bylaws resigns or is removed, temporarily appoint, after advise and consent from the Executive Board, any District Council President as Committee Chair until the position formerly occupied by the previous Committee Chair is filled by Council election.

1st Vice Chairperson: The 1st Vice Chair shall be the Chief Operating Officer and shall perform all duties in the absence of the Chairperson and shall succeed the Chairperson and complete the Chairperson's term in the event the Chairperson is unable to complete the term of office. The 1st Vice Chair shall, under the direction of the Chairperson, be responsible for the day to day operations of the Council and shall be responsible for ensuring that all committees are operating effectively and efficiently. The 1st Vice Chair shall be a de-facto member of all standing committees (excluding the Finance Committee. The 1st Vice Chair is prohibited from being a member of the Finance Committee). The 1st Vice Chairperson shall be responsible for and Chair of the Audit Committee.

2nd Vice Chairperson: The 2nd Vice Chair shall perform all duties in the absence of the 1st Vice Chair and shall succeed the 1st Vice Chair and complete the 1st Vice Chair's term in the event the 1st Vice Chair is unable to complete the term of office. The 2nd Vice Chair shall perform all duties in the absence of the Chairperson and shall succeed the Chairperson and complete the Chairperson's term in the event the Chairperson and the 1st Vice Chair are unable to complete the term of the Chairperson. The 2nd Vice Chair shall, under the direction of the Chair, be responsible for and Chair of the Membership Committee.

Secretary: The Secretary shall keep the minutes of all meeting of the Council and Executive Board. The Secretary shall have charge of and be the custodian of all the records of the Council, other than the open books and records kept by the Treasure (open books and records are defined

as those items that are part of the current fiscal year. Once the fiscal year has closed, a copy of those records must be given to the Secretary). The Secretary shall maintain a file of all correspondence, reports and other documents belonging to, issued by or received by the Council. The Secretary shall be responsible for seeing that all notices are sent out and shall receive a full and accurate list of the names, addresses, telephone numbers and email address for all of the Executive Board Members, DCOP Members and Committee Chairs from the Membership Committee. The Secretary shall be responsible for and Chair of the Communications Committee. The Secretary shall be responsible for (along with the 2nd Vice Chair) and Vice Chair of the Membership Committee.

Treasurer: The Treasurer shall have charge of all funds of the Council and shall ensure that all funds are deposited in the name of the Council in such banks or depositories as the Council may designate. The Treasurer, upon approval by the Council, shall submit to NYCHA all approved funding resolutions, budgets and commercial card (or successor funding method) limit adjustment requests to NYCHA. The Treasurer shall disburse all approved budgets to the DCOPs and retain possession of the overall approved Council budget and copies of the approved DCOP budgets. The Treasurer shall keep accurate accounts of all receipts and disbursements made from the Council budget, may request and receive copies of all DCOP receipts and expenditures and shall, at all reasonable times, exhibit said books to the membership of the Council and NYCHA at the office of the Council. The Treasurer shall, in the following circumstances, request a zero (0) limit adjustment to NYCHA for all commercial cards (or successor funding method) that:

- Are reported lost or stolen.
- Are suspected of fraudulent spending.
- Have been used for fraudulent spending.
- Requested supporting documentation has not been provided to the Audit Committee or NYCHA within 5 calendar days after request.
- Any DCOP fails to submit required to auditing documentation to the Audit Committee or NYCHA within 5 calendar days after request.

The Treasurer and the Chairperson or the 1st Vice Chair shall sign all checks on behalf of the Council. The Treasurer shall give an itemized state of the accounts of the Council and DCOPs at each regular meeting of the Council, which statement shall be filed with the minutes of the meeting. The Treasurer shall be responsible for and Chair of the Finance Committee. The Treasurer shall be prohibited from being a member of the Audit Committee.

1st Sergeant at Arms – The 1st Sergeant at Arms shall serve as the expert in the rules of order for the Council and ensure that all meetings are conducted in proper order. The 1st Sergeant at Arms shall maintain the most recently approved Council Bylaws and shall give a copy of those to the Secretary. The 1st Sergeant at Arms shall be responsible for rendering advice on parliamentary procedures, bylaw interpretations, maintaining the record of all standing orders (active and rescinded), maintaining order at all meetings of the Council and assisting in the drafting of bylaws, as requested. The 1st Sergeant at Arms shall be responsible for and Chair of the Bylaws Committee. The 1st Sergeant at Arms shall be responsible for and Chair of the Standards Committee. The 1st Sergeant at Arms shall be responsible for and Chair of the Nominations and Elections Committee.

ARTICLE VI. – MEETINGS

Meetings are the most important means of conducting the business of the Council. Meetings should provide the members an opportunity to understand the activities of the Council and the basis for decision making as well as an opportunity to participate in the associated discussions.

Regularly Scheduled Council Meetings: The regularly scheduled meeting of the Council shall be the 3rd Thursday of every month, with the exception of Nomination and Election meetings. Nomination and election meetings shall be held only upon written notice (electronic notification is permissible) to the membership, which shall be given at least thirty (30) days prior to the date of the scheduled meeting. No additional notice of any regular meeting of the Council is required unless the meeting date is changed by the Council to avoid of a conflict with the observation of a legal or religious holiday. Notice of the new meeting date shall be issued via written communication (electronic notification is permissible) at least 30 days in advance of the new meeting date.

Special Meetings: Notice of all special meetings, shall be given by the Council and shall include an agenda. Notice shall be given at least forty-eight (48) hours prior to the meeting to the membership via written communication (electronic notification is permissible).

Executive Board Meetings: Notice of all Executive Board meetings shall be given at least thirty (30) days prior to the date of the scheduled meeting to members of the Executive Board and the DCOPs via written communication (electronic notification is permissible).

Annual Meeting: The regular meeting for the month of December shall be deemed to be the annual meeting. The items of business at the annual meeting shall include the presentation of annual reports to the Council.

Regularly Scheduled DCOP Meetings: Each of the 10 DCOPS shall hold an individual meeting no less than once a month in at least 10 months out of a calendar year. These regularly scheduled meeting shall be held at a time and date chosen by the individual DCOP so long as the day is not the 3rd Thursday of the month, with the exception of Nomination and Election meetings. Nomination and election meetings shall be held only upon written notice (electronic notification is permissible) to the membership, which shall be given at least thirty (30) days prior to the date of the scheduled meeting. No additional notice of any regular meeting of the DCOP is required unless the meeting date is changed by a DCOP to avoid of a conflict with the observation of a legal or religious holiday. Notice of the new meeting date shall be issued via written communication (electronic notification is permissible) at least 30 days in advance of the new meeting date. Special Meetings shall be governed by the “Special Meetings” section of these By-Laws.

Content for Agendas: Agendas shall state the purpose, the time and the place of the meeting and by whose order it was called.

Place and Time of Meetings: Meetings shall be held at such place and time as specified in the agenda.

Order of Business: The order of business for all regular and annual meeting shall be:

1. Call to order
2. Reading and Acceptance of the Minutes
3. Financial Reports
4. Chair's Report
5. DCOP Reports
6. Discussion of any correspondence or petitions received
7. Unfinished business
8. New Business
9. Announcements
10. Adjournment

Quorum: At any Council meeting, the presence of no less than 6 Board members shall constitute a quorum for the transaction of any business. Except as otherwise provided in these By-laws, the vote of a majority of members present at the time of a vote, if a quorum is present at such time, shall be required to take any action requiring a vote. A Board Member may attend any meeting via any Council approved electronic method. Voting by proxy or absentee ballot shall not be permitted.

Voting by Council members: Each Council member present shall be entitled to cast one vote on any subject for which a determination is presented for consideration. A member may attend any meeting via telephonic or via a video transmission.

Approving Motions: Items shall be approved by the voting body with a simple majority of 50% +1 of the total attendees.

Recording Attendance: A record of the presence of all members shall be placed in the minutes of the meeting. The Council shall keep a record of all those attending every meeting related meeting on a sign in sheet.

Member Absences: Any CCOP Board member, DCOP Board member or Committee member (including Chairs and Vice Chairs) who misses three (3) consecutive meetings of the Council, without an excused absence, or misses 6 total meetings, including excused absences (excluding excused absences that are a result of a reasonable accommodation regarding a person (s) on a NYCHA lease), shall be removed from their respective position but shall remain a member of the Council. The removal is automatic and shall happen at the next regular or special meeting. The removed person shall be ineligible to hold an officer position (CCOP Board, DCOP or Committee Chair/Vice Chair) for no less than 1 calendar year from the date of removal. Any Council member who misses three (3) consecutive meetings of the Council, without an excused absence, or misses 6 total meetings, including excused absences (excluding excused absences that are a result of a reasonable accommodation regarding a person (s) on a NYCHA lease), shall be removed from the Council. The affected Local Resident Council shall appoint a new board member to fill the vacancy. This provision shall be enforced by the 1st Sergeant at Arms after advice to the Council.

Written notice shall be given by the Board to such member about their removal within fifteen (15) days after removal.

ARTICLE VII. – NOMINATIONS

Notice of Meeting: Except for elections held for vacant positions, nomination and election meeting shall be held only upon written notice (electronic notification is permitted) to the membership given at least 30 days prior to the date of the scheduled meeting.

Nominations and Election Limitations: The nominations and elections of the CCOP and DCOPs shall be held pursuant to these bylaws. Any member may be nominated for more than one office, but no member may be elected to or service in more than one office.

Qualifications for Office: For DCOP Boards: All members are eligible to run for any office on the DCOP Board in their respective district. For CCOP Board: Only the District Chairs of the DCOPs are eligible to run for any office on the CCOP Board.

Elections: The candidates for office shall be voted on at an election meeting in the order in which the officers are listed in Article III of these bylaws. Each vote shall be made by secret ballot and the candidate who wins the most votes from the members present at the time of the election, shall win the election. The election voting meeting is exempt from quorum requirements. In the event a candidate for office is unopposed the candidate must, at a minimum, cast one vote.

Installation of Officers: Officers elected to fill new terms shall be installed in their respective position pursuant to Article III of these bylaws.

Vacancies: Unless otherwise provided for in these bylaws, any vacancy in any office shall be filled for the unexpired portion of the term by the election of a successor at either the first general meeting or special meeting of the council following the creation of the vacancy. Candidates to fill the vacancy shall be selected by nominations from the floor. Voting shall be meet the requirements in the Elections section of Article VII.

ARTICLE VIII – RECALL

An Executive Board member and/or a DCOP board member and/or the entire Executive Board and/or the entire Board of a DCOP may be recalled by either:

- 1) Resident petition from a resident who is not part of the Council (for DCOP removals, the resident must reside in the DCOP's jurisdiction), or
- 2) Council member petition.

The requirements for a recall are:

- 1) A petition from a resident must be supported by 10% of the Council's voting membership.
- 2) A petition from a Council Member must be supported by 10% of the Council's voting membership and at least 1 DCOP Chair.
- 3) A Resident petition is defined as a petition from a NYCHA resident (18 years of age or older and on a legal NYCHA lease) who is not currently part of the Council or hasn't been part of the Council for 12 consecutive months.
- 4) The petition must be presented to NYCHA. Once NYCHA has verified the signatures on the petition, a recall election must be held within 30 calendar days.
- 5) For petitions requesting to remove one (1) or persons but not a full board: 51% of the total voting membership that is present must vote in support of the removal. If the petition is approved, the person(s) shall be removed from their office immediately, and the provisions in Article III (for Chairs and Vice Chairs) or Article VII shall apply to the vacancies.
- 6) Recall petitions are considered an expression of the desire for change that is not resulting from any particular reason or that is resulting from an assortment of reasons. No petitioner is required to give a reason for their recall petition (see 24 CFR 964.115 (b)).

ARTICLE X. – BOARD COMMITTEES

There shall be such Board Committees as the Council may from time to time determine to be desirable. Committees shall initially be appointed by the Board President with advice and consent of the Board members. There are two types of committees which typically serve an organization:

Standing Committee: The Standing Committee must be chaired by a voting member of the Council and meet on an ongoing basis. Standing committees are (but can be amended at any time by vote of the Board):

- Executive Committee
 - All Members of the CCOP Board
- Resident Engagement Committee
 - Responsible for interfacing with NYCHA's Resident Engagement Department
- Stewards Committee
 - Responsible for greeting and welcoming all members, including new members.
- Youth Activities-Recreation Committee
- DYCD –Responsible for Planning and implementing All future and Present Special Activities and will work closely with the Youth and Elderly Committee To Plan and Implement Activities and Events.
- Elderly and Disabled Activities Committee
- DFTA- Responsible for All Senior Activities both Present and Future. As well as Assist in Matter's that May and Do Affect The Senior Resident of NYCHA
- Section 3 Committee- Responsible for all Employment and Training Opportunities Citywide and shall share these Opportunities with the Residents Citywide. NYCHA's REES Department Shall work closely with this committee to keep the Updated and Informed of all Trainings, Job Openings as well as Sustainable Opportunities. NYCHA and its Departments shall keep this Committee update on Meetings, Trainings and Any changes that may arise regarding Any and All Section 3 Opportunities. This shall also include All JOB Vacancies and Training(s) Opportunities Within NYCHA as well but not limited to any Specific Department.
- Joint Committee on Community Centers
- CO-Chaired by the Chairs of the Youth Activities/Recreation and Elderly/Disabled Activities Committees Shall Work Closely with the Executive Committee from Reports of the Youth and Elderly Committees to resolve any And Issues and Discrepancies that may have Arisen or Been Going on
- Marketing and Events Committee
- Responsible for event marketing for all activities and promotions. To work Closely with the DCOP Chairs to Plan and Execute An Activity in Each District and Citywide at Least Once A Year but limited to that.
- RAD Committee

- Responsible for helping with the transition process to a RAD property As well as Assist the Resident Association and be the intermediary with NYCHA and the Management Company for the Length of a Full Board Term (3 Years) and can be extended by a Written Letter from the Executive Board Requesting that the Committee Appointed by the CCOP term for Assistance be Extended for an Additional Board Term of Three (3) Years.
- Elections Committee
- Responsible for assisting with CCOP and DCOP elections. Responsible for assisting with Resident Council Elections when requested. CCOP and the DCOP will Remain as A Third Party that is Non Partisan
- Grievance Committee
- Responsible for working with the Housing Authority and the Election Committee to Resolve Grievances with the Elections and issues that have arisen. And must be Non Partisan with the Issue or Situation that has arisen.
- Governmental Relations Committee
- Responsible for interacting with Local, State and Governmental Officials. To work Closely with NYCHA'S Office of Intergovernmental and Legal Departments to assure that the Residents are afforded all the Opportunities Available to them.
- Special Initiatives
- Free Internet To work with NYCHA And HUD to See if HUD will allow NYCHA to Utilize these cost for these Services can be Eliminated from the Rent Subsidies
- RAB Committee: Will work Closely With The CCOP and NYCHA to Set the Schedule and the Topics for the 1Year and 5 Year Plans as well as the Significant Amendment Process
- Safety/Security Committee: To Work Closely with NYCHA's Office of Safety and Security to Assure the Safety of the Residents Citywide at the NYCHA Developments. This Committee will also coordinate with NYCHA and NYPD to put together Safety Measures.
- Property Maintenance Committee-This Committee will Work with NYCHA to ASSURE that THE NECESSARY PROVISIONS are in place to assure the Property Maintenance Department has the Tools needed to Properly Perform at the Development Level. And will meet with NYCHA on a Regular to Assure any and All Changes are bought up with NYCHA and the Residents are Properly informed of All Changes
- Property Management Committee-This Committee will Work with NYCHA to ASSURE that THE NECESSARY PROVISIONS are in place to assure the Property Management Department has the Tools needed to Properly Perform at the Development Level. And will meet with NYCHA on a Regular to Assure any and All Changes are bought up with NYCHA and the Residents are Properly informed of All Changes
- Modernization Committee- The Modernization Committee will work Closely with the CCOP and NYCHA to Select Developments That will endure Modernization Projects within NYCHA's Portfolio

- Capital Improvements/Infrastructure Committee- Will work With the CCOP and NYCHA as well as the Modernization Committee to Select the Development(s) that will be going in chronological order for Repair Work.
- Joint Committee on Property Management/Modernization/Capital Improvements/Infrastructure- The Chairs of these Committees will work from the findings of this Joint Committee and its Referrals to CCOP and NYCHA to make Determinations on Projects.

Ad Hoc Committee: The Ad Hoc Committee serves a special purpose and meets for a limited period of time. Examples of ad hoc committees may include Graduation Committee, Disaster Victim Assistance Committee, Sick and Shut-In Help Committee, College Scholarship Committee.

ARTICLE XI. – FISCAL AFFAIRS

Deposit of Funds: All funds of the Council, not otherwise expended, shall be promptly forwarded to the NYCHA Property Manager to be deposited in the Council account held in either a bank(s), trust companies, credit unions or other reliable and insured depositories as the CCOP shall determine. All checks must be signed by the Chair and Treasurer. If the Chair is not available, the Vice Chair can sign on behalf of the Chair. If the Treasurer is not available, the Financial Secretary may sign for the Treasurer.

Loans: No loans or advances or promises of payment agreements shall be contracted or accepted on behalf of, or in the name of the Council, except those items authorized by NYCHA.

Contracts: No Council member shall enter into any legal contracts without the signature of the Chair and Business agent, after approval of the Council. If the Chair is not available, the Vice Chair Treasurer and Financial Secretary.

The process of requesting Resident Participation funds is as follows:

- 1) Council members must vote with a quorum at a Council meeting and submit a request with a copy of the minutes to the NYCHA Property Manager. The minutes must be accompanied by a sign-in sheet and must specify:
 - a. the amount and purpose of the expenditure; and
 - b. the number of people who voted for and against the expenditure.
- 2) The Council may vote on a Council budget for the entire year. The minutes and the sign in sheet from that meeting will be acceptable as documentation for each subsequent check request submitted.
- 3) Requests for \$50 or less may be made without vote of the Council and copies of the minutes.
- 4) If there is a reoccurring expense for the same item or event, the Council must vote on that reoccurring item or event even if that item costs \$50 or less for each occurrence.
- 5) According to HUD'S PIH Notice 2013-21, resident/tenant participation funds can be used for such activities as those to inform, acquaint, advise, promote and update residents concerning the issues and/or operations that affect resident households and their living environment. The CCOP will follow this notice or the most current notice issued by HUD.
- 6) Minimal refreshment costs directly related to resident meetings for the activities discussed above are eligible uses of resident participation funds.
- 7) The Council must follow the most current Tenant Participation Funds guidelines that are provided by NYCHA in writing.
- 8) The Council Board will permit NYCHA to inspect and audit the Council's financial records.

ARTICLE XII. – SUPPORTING NYCHA INITIATIVES

The Council will promote participation by adults and youth in programs for the betterment of the community. These include: workforce development, youth programming, supportive services programs, community revitalization programming, counseling, any applicable HUD-funded grants and other programs that lead to self-sufficiency. NYCHA will advise all residents on the progress of these activities. The Council Board will provide time during each Resident Council meeting for NYCHA staff to report.

ARTICLE XIII. – REPORTING AND MONITORING

NYCHA shall monitor the election process, only as an observer for regulatory compliance of the process. NYCHA shall establish a procedure to appeal any adverse decision relating to failure to conform to HUD's minimum standards. Such appeal shall be submitted to a jointly selected third-party arbitrator at the local level, pursuant to 24 CFR 964.130. If costs are incurred by using a third party arbitrator, any costs associated should be covered by NYCHA's resident/tenant participation funds pursuant to 24 CFR 964.150.

The Election Process shall be governed by these bylaws. Robert's Rules of order may be used as a reference guide but not in place of these bylaws.

ARTICLE XIV. – USE OF NYCHA SPACE

As soon as a date and time are established for a meeting or event, the Board must notify the NYCHA Property Manager. The NYCHA Property Manager will ensure that the meeting/event is placed on the site calendar. Due to potential scheduling conflicts, notice should be provided at least one (1) week in advance.

The Council Board will sign and follow NYCHA's Space Use Agreement.

NYCHA will issue a key for use of the community room to the Council President and the President will sign the NYCHA Key Agreement.

NYCHA, if requested and if space is available, will provide the duly elected Council Board office space and meeting space for the entire Council, free of charge. If there is no community or rental space available, a request to approve a vacant unit for this non-dwelling use will be considered.

NYCHA, if requested, will negotiate on the use of the community space at the development for Council led meetings, recreational activities, social services and other resident participation activities pursuant to HUD guidelines. Such agreements will be put into a written document to be signed by NYCHA's Executive Director and the Board President. If NYCHA fails to negotiate with the Council in good faith or, after negotiations, refuses to permit such usage of the community space, the Board may file an informal appeal on behalf of the Council with HUD.

Article XV – Code of Conduct

A. Introduction

The role of a resident association is to improve resident quality of life and resident satisfaction, to allow residents to participate in self-help initiatives, and to enable residents to create a positive living environment for families living in public housing. Resident associations achieve these goals through a working partnership with the New York City Housing Authority (“NYCHA”) and through their representation of residents’ interests. Therefore, to foster effective and productive working relationships, NYCHA and the Citywide Council of Presidents (“CCOP”) have adopted this code of conduct (“Code of Conduct”) to establish appropriate standards of conduct for residents who hold an officer position in their resident association (“Office”), including CCOP members (collectively, the resident association officers and CCOP members are referred to hereinafter as “Officers”). Officers shall abide by this Code of Conduct and shall carry out their official duties as Officers with respect, courtesy and professionalism when working and interacting with fellow tenants and NYCHA employees alike. NYCHA employees are expected to carry out their respective duties in kind and in accordance with the NYCHA Human Resources Manual, including but not limited to NYCHA’s General Regulations of Behavior.

This Code of Conduct does not apply to interactions or disputes exclusively between Non-Officer Residents.

THIS CODE OF CONDUCT SHALL BE POSTED BY EACH NYCHA RESIDENT ASSOCIATION IN THE RESIDENT ASSOCIATION MEETING ROOM, ON THE MANAGEMENT OFFICE EMPLOYEE BULLETIN BOARD, AND IN ANY OTHER LOCATION WHERE OTHER REQUIRED DOCUMENTS ARE POSTED.

B. Mandatory Training

Upon election to an Officer position and NYCHA’s certification of such Officer’s election, the Officer must attend a mandatory training offered by NYCHA on topics including, but not limited to, conflicts of interest and corruption prevention, diversity and inclusion/cultural sensitivity, gender bias/sexual harassment, reasonable housing accommodations and disability etiquette, and professionalism. If the Officer fails to complete the training within 90 days after certification of the Officer’s election, then the Officer shall immediately resign from the Officer position. If the Officer does not immediately resign, then the resident association shall remove the Officer from the position. If the resident association fails to remove the Officer from the Officer position, then NYCHA shall withdraw recognition of the resident association.

C. Mandatory Reporting

An Officer who becomes aware of or receives a complaint of an alleged Code of Conduct Violation under the terms of this Code of Conduct must immediately report such conduct to NYCHA’s Department of Equal Opportunity (“DEO”).

D. Code of Conduct Standards

Officers shall comply with the following standards of conduct:

1. **Shall not discriminate against any person** on the grounds of race, color, religion/creed, ethnicity, national origin, sex (includes pregnancy), gender (includes both gender identity and gender expression), disability, sexual orientation, age, familial status, marital status, partnership status, lawful occupation, lawful source of income, military status, alienage or citizenship status, or on the grounds that a person is a victim of domestic violence, dating violence, sexual assault or stalking or in any violation of applicable federal, state, or local discrimination law or related regulations.
2. **Shall not sexually harass anyone.** Sexual harassment is defined as unwelcome sexual advances, requests or subtle pressure for sexual favors or other verbal or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to:

- a. scenarios in which submission to or rejection of such sexual conduct is either explicitly or implicitly made a term or condition of some benefit or consequence, or in which such sexual conduct has the effect of unreasonably interfering with a person's work and/or daily life;
 - b. sexual harassment which creates an intimidating, hostile, or offensive work or living environment;
 - c. sexual jokes, unwanted flirtations, innuendoes, advances or propositions;
 - d. verbal abuse of a sexual nature;
 - e. graphic commentary about an individual's body, sexual prowess or sexual deficiencies;
 - f. leering, whistling, touching, pinching, assault, coerced sexual acts, or suggestive, insulting or obscene comments or gestures; and/or
 - g. the display of sexually suggestive objects or pictures including via e-mail communications.
3. **Shall treat all NYCHA tenants and employees in a respectful, courteous, and professional manner.**
 4. **Shall not retaliate** or attempt to retaliate against any person who has filed a complaint against an Officer under this Code of Conduct, participated in an investigation of an alleged violation of this Code of Conduct, or openly opposed any behavior by an Officer in violation of this Code of Conduct.
 5. **Shall not record non-public meetings or private discussions with, between or among NYCHA employees or other residents**, including but not limited to phone calls, except when all parties that participate in the meeting or discussion consent to such recording.
 6. **Shall not provide false or misleading information** to any department or office of NYCHA, any governmental entity outside of NYCHA, or to any third-party investigator.
 7. **Shall not interfere with or obstruct any investigation into alleged Code of Conduct Violations**, by DEO or otherwise.
 8. **Shall not create or be involved in conflicts of interest, private gains, or self-dealing.** A conflict of interest is a situation in which a person derives a personal benefit or a benefit to a relative, household member, or similarly close associate from actions or decisions made in their official capacity, which may or may not be at the expense of the resident association. A relative includes relatives by blood, marriage, domestic partnership or adoption, such as, for example, an Officer's spouse, domestic partner, parents, siblings, children, grandchildren, mothers and fathers-in-law, brothers and sisters-in-law and sons and daughters-in law, as well as anyone who resides in an Officer's apartment. A benefit includes, without limitation, money, privileges, special advantages, gifts, and other items of value. Examples of conflicts of interest, private gains, and self-dealing include but are not limited to:
 - a. awarding contracts for services for the resident association to vendors who have a familial or business relationship with an Officer;
 - b. using one's official capacity to grant favors or advantages to others in exchange for personal, professional, political, or monetary gain;
 - c. soliciting or receiving compensation, financial or otherwise, from another person for serving as an Officer

- d. Solicitation or receipt of any material gift, gratuity, favor, entertainment, loan or any other thing of value for the Officer or the Officer's relatives from a person or company who seeks a business or financial relationship with the resident association;
 - e. Solicitation or receipt of preferential treatment for the Officer or the Officer's relatives through or as a result of the Officer's position as an Officer; and/or
 - f. Use resident association property, services, and/or equipment for personal gain or benefit or for the gain or benefit of the Officer's relatives.
9. **Shall not abuse his/her power.** Abuse of power occurs when a person improperly uses or attempts to use their Officer status to promote their own self-interests above the interest of the residents, settle the Officer's own personal disputes, threaten someone, or give others the false impression that one's Officer status equates to a legal, regulatory, or professional authority.
 10. **Shall not violate the Tenant Participation Activities Funding Agreement** as set forth in such Agreement.
 11. **Shall not use resident association property for personal use**, and shall protect, properly use, and keep track of property purchased with NYCHA funds.

E. Standards for Eligibility for Candidacy and to Maintain Office

A resident must meet the below requirements in order to be eligible to be a candidate for Office, and in order to maintain the Officer position once elected.

1. All candidates and Officers must be current with their rent. For those with rent arrears that accrued after March 13, 2020, the candidate or Officer must have applied for, or given consent to NYCHA to apply for Emergency Rental Assistance Payments on their behalf. If a candidate or Officer is currently in compliance with their rental payment agreement, the "current in rent" requirement shall be deemed satisfied.
2. A resident is disqualified from running for Office and from holding an Officer position if the NYCHA Office of Impartial Hearings ("OIH") has issued an administrative **determination** of lease non-compliance, subject to the following caveats and conditions:
 - a) Residents with pending cases with NYCHA's Law Department or those who are currently appearing in front of the OIH are presumed compliant until OIH issues its determination.
 - b) Cases settled by stipulation do not disqualify a resident or Officer, so long as the resident/Officer is in compliance with the terms of the stipulation.
 - c) Circumstances involving a candidate for office's tenancy, which create an immediate threat to the health and safety of other residents or NYCHA property (including criminal activity), will be reviewed by NYCHA's Law Department to determine the candidate's eligibility to run for Office or to maintain Office, as applicable. These cases should be brought to Resident Engagement and then forwarded for NYCHA Law Department review.
3. Any resident who fails to comply in full with the terms or conditions of any determination, recommendation, instruction, directive, settlement, or the equivalent, issued by the DEO, NYCHA's Law Department, the New York City Law Department, the NYCHA Office of the Inspector General, the New York City Department of Investigation, or a third-party investigator, is not eligible to hold or run for an Officer position. Upon a showing of non-compliance, any candidate running for an Officer position will be automatically disqualified from further consideration, and any resident currently holding an Officer position shall immediately resign from any Office held. A failure to resign will result in NYCHA's withdrawal of recognition of the

resident association. Proof of non-compliance sufficient to render a resident ineligible for an Officer position must be made by credible evidence.

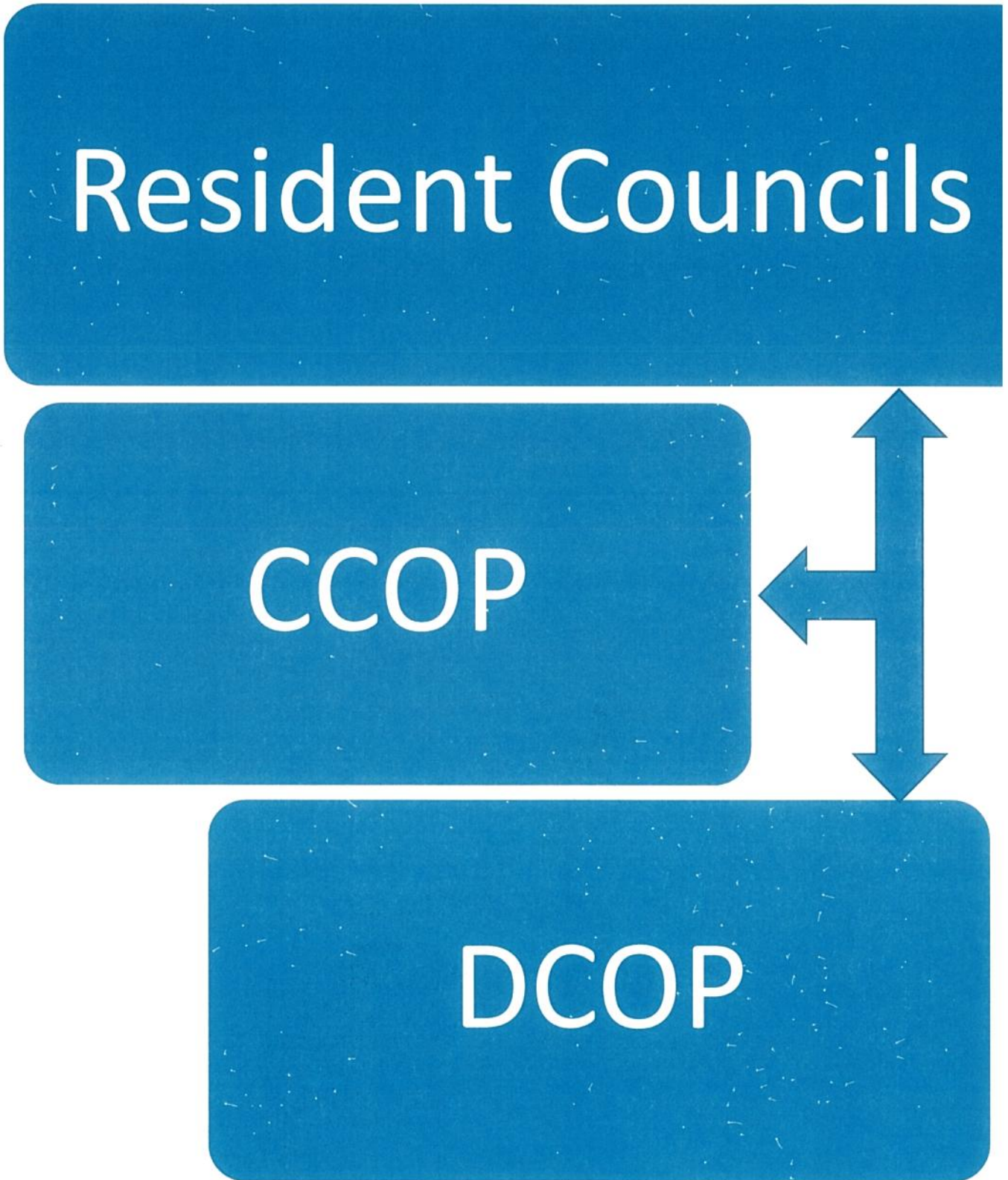
4. Any final agency determination may be appealed pursuant to the procedures set forth in Article 78 of the New York Civil Practice Law and Rules.

ARTICLE XV. – ADOPTION OF BYLAWS

These Bylaws of the Council shall become effective and the Council shall be established upon the signing of these Bylaws.

It is important to note that all the persons authorized on the Council Board to approve this document should be signers of it.

Organizational Chart



ARTICLE XVI – CONSISTENCY WITH HUD REGULATIONS

To the extent that any provision in these Bylaws is held to be contrary, inconsistent with, or in violation of regulations of the Housing and Urban Development, the Housing and Urban Development regulations shall apply.

BYLAW REVISIONS

Section 2. Amendments to these By-Laws may be proposed by the Executive Board, the By-Law Committee or upon written request of at least two-thirds of members.

Section 3. Written notice setting forth the provisions of any proposed amendment to these By-Laws shall be given to of the members at least one (1) month before action is taken. Adoption of any proposed amendment to these By-Laws requires the affirmative vote of at least two-thirds (2/3) of the members in attendance at the regular or special Meeting at which a quorum is present at the time of vote pursuant to the quorum requirement of Article VI at which at which such action is to be taken.

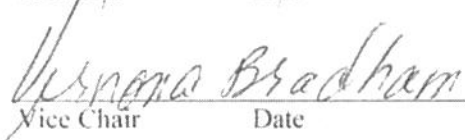
Section 4. These By-Laws were prepared by the By-Laws Committee consisting of the following individuals:

ARTICLE XVI – CONSISTENCY WITH HUD REGULATIONS

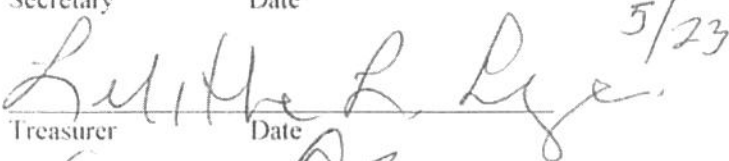
To the extent that any provision in these Bylaws is held to be contrary, inconsistent with, or in violation of regulations of the Housing and Urban Development, the Housing and Urban Development regulations shall apply.

 5/23/2022

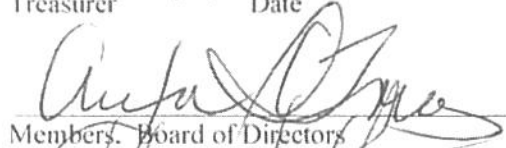
President Date

 5/23/22


Vernora Bradham Date
Vice Chair

Secretary Date
 5/23

Leticia R. Lye
Treasurer Date

 5/23/2022

Anja
Members, Board of Directors

 5/23/2022

[illegible]
Members, Board of Directors

Ms Moller 5/23/2022

Members, Board of Directors

Reginald H. Bowman 5/23/2022

Members, Board of Directors

Members, Board of Directors

Members, Board of Directors