

Community Board 7  
By-Laws Committee Meeting  
March 3, 2021

Agenda:

1. Discussion on Non-Committee members voting at Committee meetings.
2. Finalize By-law revisions and vote

Minutes:

1. Began discussion on non-committee members voting at committee meetings and composition of committees
2. Committee discussed the pros and cons to non-committee members being able to vote at committee meetings
  - a. Pros
    - i. Gives opportunity for greater participation
    - ii. Important topical issues that otherwise might not require attendance at that committee (transportation concern in Windsor Terrace)
  - b. Cons
    - i. Concern of members "swarming" a committee meeting
    - ii. Purpose of committee meetings?
3. Committee also discussed the role of public members (non-board members) at committee meetings and their ability to vote at meetings.
4. Committee voted on final language to amend Article VII, Section 1 to include the below language (previous motion to suspend the rules and allow non-committee members to vote at the meeting passed unanimously):

*Section 1A. Public members of Committees shall be voting members of said Committees and shall serve in their capacity for the term appointed by the current Chairperson.*

*1B. All board members may attend and vote at all Committee meetings, regardless of their committee assignment, if the Board Member has attended 50% or more of relevant meetings on items being voted on.*

5. The vote to approve the above language was unanimous.
6. The revised By-laws document will be sent to legal counsel and once reviewed, resubmitted to the full board for reading and passage.

# **BYLAWS - COMMUNITY BOARD SEVEN - BROOKLYN**

*Final Draft v4 - 3.2021*

These Bylaws shall conform to all of the provisions of the New York City Charter (the "Charter"). Nothing in these Bylaws shall be construed so as to modify or amend the Charter.

## **ARTICLE I – NAME**

The name of this organization shall be **Brooklyn** Community Board Seven (the "Board").

## **ARTICLE II – JURISDICTION**

The Board shall serve within the area designated by the New York City Planning Commission (the "Planning Commission") as Brooklyn Community District Seven (the "District").

## **ARTICLE III – PURPOSES AND FUNCTIONS**

The Board shall:

Section 1. – Consider the needs of the District;

Section 2. – Cooperate with, consult, assist and advise any public officer, agency, local administrators of agencies, legislative body or the Brooklyn Borough President (the "Borough President") with respect to any matter relating to the welfare of the District or its residents;

Section 3. – At its discretion hold public or private hearings or investigations with respect to any matter relating to the welfare of the District or its residents, but the Board shall take action only at meetings open to the public;

Section 4. – Assist city departments and agencies in communicating with and transmitting information to the people of the District;

Section 5. – Cooperate with the boards of other districts with respect to matters of common concern;

Section 6. – If requested to do so, render an annual report to the New York City Mayor (the "Mayor"), the New York City Council (the "Council") and the Brooklyn Borough Board (the "Borough Board") within three months of the end of each year and such other reports to the Mayor or the Borough Board as they shall require (such reports or summaries thereof to be published in the City Record);

Section 7. Make its Bylaws available for reasonable public inspection; and keep a public record of its activities and transactions, including minutes of its meetings, and all documents the Board is required by law to review;

Section 8. – Request the attendance of agency representatives at meetings of the Board;

**Section 9. – Prepare comprehensive and special purpose plans for the growth, improvement and development of the District;**

**Section 10. – Prepare and submit to the Mayor, on or before a date established by the Mayor, an annual statement of community district needs, including a brief description of the District, the Board’s assessment of its current and probable future needs, and its recommendations for programs, projects or activities to meet those needs;**

**Section 11. – Consult with agencies on the capital needs of the District, review departmental estimates, hold public hearings on such needs and estimates and prepare and submit to the Mayor capital budget priorities for the next fiscal year and the three succeeding fiscal years;**

**Section 12. – Conduct public hearings and submit recommendations and priorities to the Mayor, the Council and the Planning Commission on the allocation and use within the District of funds earmarked for community development activities under city, state or federal programs;**

**Section 13. – Consult with agencies on the program needs of the District to be funded from the expense budget, review departmental estimates, hold public hearings on such needs and estimates, and prepare and submit to the Mayor expense budget priorities for the next fiscal year;**

**Section 14. – Assist in the planning of individual capital projects funded in the capital budget to be located in the District and review scopes of projects and designs for each capital project, provided, however, that such review shall be completed within thirty days after receipt of such scopes or designs;**

**Section 15. – Evaluate the progress of capital projects within the District based on status reports to be furnished to the Board;**

**Section 16. – Assign, at its discretion, a representative to attend any meeting held by a city agency to determine, in advance of drafting, the form and content of any environmental impact statement required by law for a proposal or application for a project in the District;**

**Section 17. – Exercise the initial review of applications and proposals of public agencies and private entities for the use, development or improvement of land located in the District, including the conduct of a public hearing and the preparation and submission to the Planning Commission of a written recommendation;**

**Section 18. – Assist agencies in the preparation of service statements of agency objectives, priorities, programs and projected activities within the District and review such statements;**

**Section 19. – Evaluate the quality and quantity of services provided by agencies with the District;**

**Section 20. – Within budgetary appropriations for such purposes, disseminate information about city services and programs, process complaints, requests, and inquiries of residents of the District;**

**Section 21. – Conduct substantial public outreach, and where possible, provide translation, including identifying the organizations active in the District, maintaining an up to date (or**

current) list of the names, mailing addresses and email addresses of such community organizations, and making such names, and with the consent of the organization available to the public upon request;

Section 22. – Appoint a District Manager, who shall (1) have responsibility for processing service complaints, (2) preside at meetings of the district service cabinet and (3) perform such other duties as are assigned by the Board. Board members shall be eligible for appointment to the position of District Manager provided that such member does not participate in any manner in the selection of the District Manager by the Board and resigns as a member of the Board prior to or upon assuming the duties of District Manager; and

Section 23. – Utilize, at its discretion, the services of such other professional staff and consultants, including planners and other experts, as it may deem appropriate, all of whom shall serve at the pleasure of the Board and shall provide the Board with the staff support and technical assistance it requires to fulfill the duties assigned to it by the Charter or other law.

#### **ARTICLE IV – MEMBERSHIP**

Section 1. – The Board shall consist of (A) not more than fifty persons appointed by the Borough President for staggered terms of two years, 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, and (B) all such Council members as non-voting members.

Section 2. – Members appointed to the Board shall serve for a term of two years beginning on the first day of April. One half of the Board members shall serve for a term of two years beginning on the first day of April in each odd-numbered year and one half of the Board members shall serve for a term of two years beginning on the first day of April in each even-numbered year. Members of the Board may be re-appointed.

Section 3. – 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.

Section 4. – An appointed member may be removed from the Board for cause, which shall include (but shall not be limited to) substantial non-attendance at Board or committee meetings over a period of one year, by the Borough President, misconduct of a substantial nature, indicating some neglect of duty by the member, or something which materially affects their official acts or standing or reflects poorly upon their character, or by a majority vote of the Board. Three absences, without cause, barring extenuating circumstances that are reviewed by the Membership & Attendance Committee, from regular Board meetings in any one year shall constitute “substantial non-attendance” for purposes of establishing cause for removal. Extenuating circumstances include but are not limited to illness of Board member, illness of family member or death of family member. The Board member must receive written notice as to the reasons and/or charges causing their proposed removal at least two weeks prior to the formal hearing by the Membership & Attendance Committee, which will give a full report and recommendation at the next regular meeting of the Board. Vacancies resulting from removal shall be filled promptly upon the occurrence of the vacancy by the Borough President for the remainder of the unexpired term in the same manner as regular appointments.

Section 5. – Members shall serve as such without compensation but may be reimbursed, at

the Board's discretion, for reasonable and necessary out-of-pocket expenses associated with Board activities.

Section 6. – The Board may, at its discretion, submit nominations for Board membership to the Borough President and to Council members, including for the purpose of ensuring that the aggregate of appointments to the Board fairly represents all segments of the District.

Section 7. – Members shall serve on the Board in their capacity as private **individuals** only. Their actions shall not be instructed by, or responsible to, any other organization with which they may be affiliated. Prior to any participation in the Board's consideration of matters involving self-serving or conflict of interest, Board members shall identify such interests and refrain from voting on such matters. Failure to adhere to this provision shall constitute cause for removal from the Board pursuant to Article IV, Section 4 of these Bylaws.

Section 8. – **Any member appearing before a governmental body, community association, member of the news media or otherwise making a public statement which conflicts in any respect with positions adopted by the Board shall clearly state that such public statement is not the position adopted by the Board, and is the individual position of the member. No member shall represent the Board's position before any governmental body, or agency, or otherwise make any public statement on behalf of the Board unless designated to do so by the Board Chairperson. Failure to adhere to this provision shall constitute cause for removal from the Board pursuant to Article IV, Section 4 of these Bylaws.**

Section 9. – All proposed unsolicited communications to the Board shall be submitted to the Board office for approval and distribution to the Board. No Board member shall use the contact information of Board members to distribute unsolicited communications of any kind, whether by electronic mail or regular mail, without prior approval of the Board office. This provision shall not apply to personal communications between individual Board members. Failure to adhere to this provision shall constitute cause for removal from the Board pursuant to Article IV, Section 4 of these Bylaws.

Section 10. – All Board members are required to sign meeting attendance sheets with their full signature (not initials) and their time of arrival **or other manner deemed appropriate by the Chairperson in consultation with the Secretary.** Board members leaving before the adjournment of any meeting must sign out with their time of departure. The Membership & Attendance Committee will review the attendance records of those Board members who consistently arrive late and/or leave before the adjournment of meetings, and will share that information with the Borough President.

Section 11. – When a Board member misses two Board meetings within one year (defined as September through June) without cause, the Membership & Attendance Committee shall review their attendance record and issue a letter informing the Board member of its review. When a Board member misses three Board meetings within one year, without cause, said Committee shall issue a written notice to the Board member, stating that they have engaged in "substantial non-attendance" constituting cause for removal from the Board pursuant to Article IV, Section 4 of these Bylaws; and that they must appear before the Committee for review of their attendance record. Failure to respond to correspondence from the Committee, or to

appear before the Committee shall constitute cause for removal from the Board pursuant to Article IV, Section 4 of these Bylaws.

## **ARTICLE V – OFFICERS**

**Section 1. – Effective as of July 1, 2022, there shall be a Chairperson, First Vice Chairperson, Second Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Community Engagement Officer, Sgt.-At-Arms and Assistant Sgt.-At-Arms.**

**Section 2. – Effective as of July 1, 2022, each officer shall serve for a term of two chronological years, with the term beginning on July 1 of the month following their election, and terminating on June 30 of the second year of the officer's term. No officer may serve in the same position for more than two consecutive two year terms. Non-consecutive terms shall be unlimited. This section shall be applicable to those officers elected in June, 2022, with terms beginning on July 1, 2022; and to all officers elected thereafter, unless these Bylaws are amended.**

**Section 3. – Officers elected in December, 2019 shall serve shortened two year terms commencing on January 1, 2020 and terminating on June 30, 2022, including those officers who would have been prohibited from serving an additional term under any previous version of these Bylaws. In no event shall any officer serve in the same position for more than four consecutive chronological years.**

### **Section 4. – DUTIES OF THE CHAIRPERSON**

**4-1 – To perform all duties as prescribed in the Charter and any other duties prescribed under law.**

**4-2 – To receive calendars and notices of meetings of all city agencies required to refer matters to the Board pursuant to the Charter and to inform the Board Members of such calendars and notices.**

**4-3 – To attend any meetings required by the Mayor and the Borough President pursuant to the Charter or to designate their representative or representatives to attend.**

**4-4 – To open Board meetings at the time and date at which the Board is to meet, by taking the Chair and calling members to order.**

**4-5 – To announce the business before the Board according to the meeting agenda.**

**4-6 – To state and put to a vote all questions 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.**

**4-7 – To interpret and enforce Robert's Rules of Order, and to ensure that a copy of Robert's Rules of Order is available at all Board meetings, except as otherwise provided by the Bylaws herein.**

**4-8 – At their discretion, to designate each year a Board member to serve at the pleasure of the Chairperson, as Parliamentarian at Board meetings for the purposes of enforcing Robert's Rules of Order.**

4-9 – To conduct all Board meetings in an orderly fashion, including use of a gavel where appropriate; and to inform speakers during the public comment portion of Board meetings that they shall be limited to three (3) minutes each of speaking time.

4-10 – To adjourn all Board meetings.

4-11 – To authenticate all acts, orders, and proceedings of the Board including the countersigning of all letters of whatever nature originating from the Board and to be the sole spokesperson for the Board in relation to the news media, agencies of government and the public-at-large, except as they shall otherwise specifically authorize.

4-12 – To appoint, suspend, or remove Chairpersons and Vice Chairpersons of the standing committees of the Board and to establish and appoint special committees, as may from time to time be deemed necessary for the best performance of the Board's functions. All such Chairpersons and Vice Chairpersons shall serve only during the term of the Board Chairperson appointing them. The Board Chairperson shall be an ex-officio member of each committee.

4-13 – Because of the possibility of the First Vice Chairperson or the Second Vice Chairperson having to act in the absence of the Chairperson (as hereinafter provided), to keep the Vice Chairpersons informed of all information, orders, directives, and other matters brought to the Chairperson's attention.

4-14 - To authorize the creation of a member handbook with items and information not outlined in these by-laws. The Chairperson at their discretion may designate this task to another officer or a Committee. This handbook shall be updated semi-annually in the month of July after the officer elections and shall further outline Officer roles not listed below, guide to Robert's rules or Order, how to write meeting minutes, and other useful information as directed by the Chairperson, or their designee.

#### Section 5. – DUTIES OF THE FIRST VICE CHAIRPERSON

5-1. – The First Vice Chairperson shall preside at Board meetings in the place of the Chairperson when the Chairperson is absent.

5-2 – The First Vice Chairperson shall assist and/or act in the absence of the Chairperson when necessary or required or when asked to do so by the Chairperson.

5-3 – If the Chairperson can no longer serve as Chairperson before their term has expired, the First Vice Chairperson shall succeed as Chairperson until expiration of the term.

5-4 - The First Vice Chairperson shall assist in recording and tabulation of official votes of the Board.

#### Section 6. – DUTIES OF THE SECOND VICE CHAIRPERSON

6-1. – The Second Vice Chairperson shall preside at Board meetings in the place of the Chairperson when the Chairperson and the First Vice Chairperson are absent.

6-2. – The Second Vice Chairperson shall assist and/or act in the absence of the Chairperson

when necessary or required or asked to do so by the Chairperson.

6-3. – If both the Chairperson and the First Vice Chairperson can no longer serve as Chairperson before their term has expired, then the Second Vice Chairperson shall succeed as Chairperson until expiration of the term.

6-4 – If the First Vice Chairperson can no longer serve as First Vice Chairperson before their term has expired, then the Second Vice Chairperson shall succeed as First Vice Chairperson until expiration of the term.

6-5 - If the First Vice Chairperson is absent from a Board meeting, then the Second Vice Chairperson shall assume the duties for that meeting only.

6-6 - the Second Vice Chairperson shall take on the duties of reporting financial or budgeting reports in the absence of the Treasurer.

#### Section 7. – DUTIES OF THE SECRETARY

7-1. – The Secretary shall be the recording officer of the Board, approve the minutes as taken by the Board staff, however, shall take secondary minutes as appropriate at all monthly meetings, special meetings, and emergency meetings of the Board. The minutes as approved by the Secretary and by the full Board shall be furnished to the Borough President's Office for distribution. The Board office shall distribute such minutes to all Board members and other required parties no later than five business days before the next Board meeting.

7-2 – If the Chairperson, First Vice Chairperson and Second Vice Chairperson are absent from a Board meeting, then the Secretary shall assume the duties of Chairperson for that meeting only.

7-3 - If the Second Vice Chairperson is absent from a Board meeting, then the Secretary shall assume the duties of Second Vice Chairperson for that meeting only.

#### Section 8. – DUTIES OF THE ASSISTANT SECRETARY

8-1. – The Assistant Secretary shall act as Secretary and record the minutes if the Secretary is not present at any Board meeting or as instructed by the Secretary or Chairperson.

8-2 – Because of the possibility of the Assistant Secretary having to act in the absence of the Secretary (as herein provided), the Secretary shall keep the Assistant Secretary informed of all information, orders, directives and other matters brought to the Secretary's attention.

#### Section 9. – DUTIES OF THE TREASURER

9-1. – There shall be a Treasurer of the Board who shall be a member of any Committee that oversees the Board's budget and finances.

9-2. – If the Chairperson, First Vice Chairperson, Second Vice Chairperson, and Secretary are absent from a Board meeting, then the Treasurer shall assume the duties of Chairperson for that meeting only.



9-3. – The Treasurer shall present a projected Board budget for the coming fiscal year at the regular Board meeting each September, setting forth the Board’s current financial standing at the time of the report, and a summary of the monthly changes in the Board’s financial standing since the previous such report.

#### Section 10. – DUTIES OF THE COMMUNITY ENGAGEMENT OFFICER

10.1. – The Community Engagement Officer shall serve as the Board’s principal liaison to non-profit organizations, small businesses, and other community entities wishing to partner with the Board. In their capacity as liaison, the Community Engagement Officer shall regularly provide the Board with information and updates as needed at regular monthly Board meetings or relevant Committee meetings.

10.2. – The Community Engagement Officer shall work with Committee Chairpersons who wish to organize events or partner with community based organizations.

10.3. – Additional duties of the Community Engagement Officer may be outlined in the Board Member Handbook.

#### Section 11. – DUTIES OF THE SERGEANT-AT-ARMS and ASSISTANT SERGEANT-AT-ARMS

These officers shall be responsible for maintaining order at all meetings and public hearings of the Board.

#### Section 12. – VACANCIES

Vacancies occurring among the members of the officers of the Board shall be filled pro tem by appointment by the Chairperson. At the next regular monthly meeting of the Board following such temporary appointment, a quorum being present, the Board shall vote to approve or disapprove, by a majority of Board members present entitled to vote, the appointment of such officer to serve the balance of the predecessor officer’s unexpired term. A majority vote of the Board to disapprove the Chairperson’s temporary appointment shall require another such appointment by the Chairperson and another vote of the Board, pursuant to the same procedure set forth in this section.

### ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. – The Executive Committee shall comprise the Chairperson, First Vice Chairperson, Second Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Community Engagement Officer, Sergeant at Arms, and Assistant Sergeant at Arms. Chairpersons of Standing Committees of the Board shall be ex-officio members of the Executive Committee.

Section 2. – Meetings of the Executive Committee shall be open to all Board members, and to

all members of the public.

**Section 3 - The Executive Committee shall be empowered to meet and act on behalf of the full Community Board between the June and September regular monthly meetings should the need arise to respond to matters of a time-sensitive nature.**

**Section 4 - The Executive Committee shall be responsible for any Personnel issues that are brought before the Board.**

## **ARTICLE VII – COMMITTEES**

**Section 1. – The Board may create committees on matters relating to its duties and responsibilities. It may include on such committees persons with a residence or significant interest in the community who are not members of the Board, but each committee shall have a member of the Board as its Chairperson.**

**Section 1A. - Public members of Committees shall be voting members of said Committees and shall serve in their capacity for the term appointed by the current Chairperson.**

**Section 1B. - All board members may attend and vote at all Committee meetings, regardless of their committee assignment, if the Board Member has attended 50% or more of relevant meetings on items being voted on.**

**Section 1C. - Except as otherwise provided by law, meetings of all Committees of the Board shall be open to the public. However, upon majority vote of the Committee, may go into Executive Session. All votes taken by Committees shall be in public session .**

**Section 1D. Chairpersons of each Committee shall be responsible for recording meeting minutes in collaboration with the Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall designate another committee member to assist in recording minutes. The minutes of each committee meeting, or a summary of the matters discussed and actions taken by each committee at its meeting, shall be submitted to the Board in writing within seven (7) business days following the committee meeting, and thereupon made available as part of the Board's public records to the extent required by law.**

**Section 2. – The standing Committees of the Board may be combined, separated or renamed as needed by the Chairperson. A list of the standing committees along with the duties will be distributed annually at the September Board meeting by the Chairperson. The Committees may include:**

**2-1. By-Laws**

**2-2. Capital Expense & Budget**

**2-3. Education & Youth**

**2-4. Health**

**2-5. Housing**

**2-6. Land Use & Landmarks**

- 2-7. Immigration
- 2-8. Membership & Attendance
- 2-9. Parks
- 2-10. Internal Budget
- 2-11. Public Safety
- 2-12. Sanitation & Environment
- 2-13. Site Selection
- 2-14. Transportation
- 2-15. Economic Development & Waterfront
- 2-16. Asian Affairs
- 2-17. Ability & Access

Section 2A. - Applications for Committee assignments shall be due to the district office by the end of June in an election year on forms prepared by the district office along with any relevant supplemental material board members wish to submit with the application such as a resume, curriculum vitae, or other information for the committees requested.

Section 3. – The Chairperson may, from time to time, appoint such special committees as they deem appropriate.

Section 4. – Every standing committee shall have a separate Chairperson and Vice Chairperson.

Section 5. At the Board's regular meeting in the month of April in an election year, the Chairperson shall appoint a Nominating Committee consisting of five members (plus two alternate members) and the committee shall designate one of its members to be the Chairperson of said committee. Such Committee shall meet as often as necessary thereafter, in order to report to the Board at its May meeting a slate of candidates for each of the offices of Chairperson, 1st Vice Chairperson, 2nd Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Community Engagement Officer, Sergeant-At-Arms, and Assistant Sergeant-At-Arms.

The Nominating Committee shall make its report to the Board at the regular May Meeting of the Board and shall, with its report, submit a slate of candidates for each position at such meeting. Members of the Board may offer additional nominees from the floor. All nominees shall be made known to each member of the Board in the written notice of election of officers at the May meeting. Included with the written notice of election shall be a list of the candidates nominated for each office.

At the June meeting of the Board, pursuant to the written notice sent to each member, there shall be an election, by secret ballot, held for the full slate of candidates for the offices of Chairperson, 1st Vice Chairperson, 2nd Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Community Engagement Officer, Sergeant-At-Arms and Assistant Sergeant-At-Arms. Immediately prior to the election, the Chairperson shall ensure the presence of a quorum. Immediately after the election, the members of the Nominating Committee shall meet to count the votes cast for each candidate, and the person receiving the highest number of

votes for each office shall be deemed elected to that office.

Where two persons running for the same office have received an equal number of votes, there shall be a run-off by secret ballot, where such persons shall be contestants against each other.

If there is more than one candidate for any office (contested), then a vote by secret ballot must be taken for that office, in accordance with the procedures set forth in this section. If there is only one candidate for any office (uncontested), then the Secretary shall cast one vote and the vote be declared unanimous for that office.

Should any member of the Nominating Committee accept a nomination for one of the elected positions of the Board, they shall automatically vacate their position on the Nominating Committee. If the Nominating Committee falls below five members at any time, the Chairperson shall make the necessary appointments to restore the Nominating Committee to five members.

All ballots cast at the June meeting of the Board shall be secured in the Board office until the conclusion of the September meeting of the Board.

Section 6. – In the event that a candidate for an executive position wishes to challenge the tabulation of the vote for the office for which they competed, that candidate may petition the Chairperson for a recount prior to the regular September meeting of the Board following the disputed election. At the September meeting, the Chairperson shall announce the challenge and appoint three Board members to review the ballots cast in the disputed election and issue a report to the full Board at that meeting. The Board members appointed to the reviewing panel must have attended the meeting at which the disputed election took place, and must not have been on the Nominating Committee or on any ballot for election at that meeting. In the event that the Chairperson's election is challenged, the First Vice Chairperson shall appoint the reviewing panel.

Section 7. - Unless otherwise stated by the Chairperson or presiding officer of a Committee, committee meetings will be governed by the most recent edition of Robert's Rule of Order.

## **ARTICLE VIII – MEETINGS**

Section 1. – Except during the months of July and August or when a meeting date is changed pursuant to Article VIII, Section 1-2 of these Bylaws, the Board shall meet on the third Wednesday of each month.

1-1. – A majority of the current appointed members of the Board at any given time shall constitute a quorum to convene any regular, special or emergency Board meeting.

1-2. – In the event that the monthly Board meeting date coincides with any holiday or significant event, the Chairperson is empowered to reschedule the meeting for another date. The monthly Board Meeting date may be rescheduled for any other reason by vote of a

majority of the Board members present at a meeting where a quorum has been established.

Section 2. – The Board shall meet upon the request of the Borough President to hold hearings on the City Budget or any other public matter in order to advise the Borough President on such matters.

Section 3. – There shall be as many committee meetings as the Chairperson of the Board and/or the Chairpersons of the committees deem necessary and proper.

Section 4. – There may be special and emergency Board meetings.

4-1. – A special meeting shall be a meeting other than the regular monthly meeting and shall be called by the Chairperson: (A) at the Chairperson's own volition; (B) at the Borough President's request; or (C) upon the written request of at least two-fifths (2/5) of the Board members, computed without fractions and presented to the Chairperson and the Borough President.

Section 5. – A special meeting shall be called upon six days written notice to each Board member, with a specification of the purpose of the meeting, time, place, and a delineation of the agenda of such meeting, and decisions at special meetings shall be made by a majority of those Board members then present after a quorum has been established. Only items specified in the notice shall be considered.

Section 6. – An emergency meeting shall be a meeting in the manner of a special meeting but, in circumstances where six-days notice cannot be given, at least 48-hours notice must be given to each Board member. Notice for an emergency meeting may include telephonic, email, facsimile, or other rapid means of communication.

Section 7. – A proposed agenda for regular meetings shall be drafted by the **Chairperson in collaboration with the Board office, executive committee, and other Board members as needed.** The proposed agenda, plus the notice of time and place of the meeting shall be forwarded to each Board member with the minutes of the previous regular meeting.

Section 8. – The proposed agenda may include but shall not be limited to:

- 8-1. – Opening of the meeting and adoption of the agenda.
- 8-2. – Adoption of the minutes of the previous Board meeting.
- 8-3. – Committee Reports.
- 8-4. – Acknowledgment of Elected Officials and Elected Officials' Representatives.
- 8-5. – Chairperson and District Manager's Reports.
- 8-6. – Old Business.
- 8-7. – New Business.
- 8-8. – Public Comment.
- 8-9. – Adjournment.

Section 9. – Speakers during the public comment portion of any Board meeting shall be limited

to three (3) minutes each of speaking time.

**Section 10.** – A quorum must be present in order for a vote to be official. Public members and ex-officio members are not counted toward a quorum. A quorum consists of a majority of the current appointed members of the Board at any given time.

**10-1.** – Whenever any act is authorized to be done or any determination or decision made by the Board, the act, determination or decision of the majority of the Board members present entitled to vote during the presence of a quorum, shall be held to be the act, determination or decision of the Board. All Board members are deemed “entitled to vote” on matters before the full Board unless specifically excluded by some provision of law, city regulation or these by-laws

**10-1A.** – No Board member may vote on a matter before the Board or any committee which may result in a personal and direct economic gain to the member or any person with whom the member is associated. “Associated” is defined as a close relative (spouse, domestic partner, parent, child, or sibling), client or any person or entity with whom or which the Community Board member has a financial relationship, such as an employer, debtor, creditor, landlord, roommate, and the like.

**10-1B.** – No Board member who is a city employee may vote on a matter before the Board or any committee which has been, or may be, considered by the employee’s agency.

**10-2.** – If Board members are excluded from voting due to one of the reasons noted in Section 10-1A and 10-1B, 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.

**10-3.** – When the Board votes, a member’s vote of “abstain” has the effect of the member “not voting yes” for the purpose of determining the outcome of the vote. There must be more “yes” votes than the combination of “no” votes and abstentions in order for a measure to be carried.

**10-4.** – If a matter before the Board requires further information or deliberation, that matter may be referred to the appropriate committee for a report of recommendations and decisions by the Board at the next regular meeting.

**10-5.** – All voting at Board meetings shall be in person only. No proxy will be accepted.

**Section 11** - When possible, Board members will sit in designated areas to facilitate vote taking at monthly, special or emergency meetings.

**Section 12** - Upon request from the public or by the Chairperson, reasonable attempts will be made to provide translation services at regular Board meetings and committee meetings.

**12A - When locating venues for meetings, reasonable accommodations will be made to find fully accessible locations including accessible entrances, bathrooms, and venue spaces.**

## **ARTICLE IX – HEARINGS**

**Section 1. – All Public Hearings shall be governed by the rules and regulations of the Uniform Land Use Review Procedure if applicable, and Robert’s Rules of Order.**

**1-1. – The Chairperson shall call a public hearing whenever required by the Uniform Land Use Review Procedure. The Chairperson may call additional public hearings on any matter before the Board for consideration or on any matter of concern to the District. The Chairperson shall preside at all public hearings or designate a presiding officer on their behalf.**

**1-2. – Location. A Public Hearing shall be held at a convenient place of public assembly chosen by the Board and located within the District. If, in the Board’s judgment, there is no suitable and convenient place within the District, the hearing shall be held at a centrally located place of public assembly within the borough of Brooklyn.**

**1-3. – Quorum. A Public Hearing shall require a quorum of 20% of the appointed members of the Board but in no event fewer than seven members. The minutes of a meeting at which a public hearing was held shall record the Board members present.**

**1-4. – Public Attendance. The public shall be invited to attend all Public Hearings. They shall be requested to complete a registration card.**

**1-5. – General Character. Public Hearings shall be legislative-type hearings, but without sworn testimony or strict rules of evidence. Only Board members and persons expressly authorized by the Chairperson may question a speaker.**

**1-6. – Testimony. Prior to the start of every Public Hearing, each member of the public wishing to speak shall submit to the Chairperson in writing a request for speaking time. Such request shall set forth their name and address, their official title and the name of any organization they may represent and whether they favors or opposes the proposition which is the subject of the hearing. The Chairperson shall call only the names of those who submitted requests for speaking time. Each member of the public shall be entitled to speak for three (3) minutes. Any written statement or document offered by a speaker shall be placed into the record or minutes of the hearing. To limit repetitive testimony, large groups representing a common viewpoint shall be required to designate a spokesperson.**

**1-7. – Official Record. The record of Public Hearings shall consist of forms provided to speakers setting forth each speaker’s affiliation, if any, support or opposition to the proposition, and any exhibits or written statements offered by the speaker.**

1-8. – Any provision of this article may be modified by the presiding officer at any Public Hearing, and the Board shall have the power to adopt additional rules with regard to the conduct of any such hearing.

## **ARTICLE X – AMENDMENTS**

The Bylaws herein may be amended by a two-thirds vote of the Board members present at any Board meeting, provided that a copy of such proposed amendment(s) shall have been distributed electronically to all Board members along with the regular meeting notice, at least fourteen calendar (14) days prior to the vote to amend, and distributed and read at one (1) previous Board meeting and voted on at the following Board meeting.