

# **BY-LAWS OF COMMUNITY BOARD 9**

## **BOROUGH OF BROOKLYN**

### **ARTICLE I**

#### Name

1. The name of this organization shall be COMMUNITY BOARD NO. 9 OF THE BOROUGH OF BROOKLYN (hereinafter referred to as the “Board”).

### **Article II**

#### Applicability

2.1 These By-Laws shall be the governing instrument of the Board, and shall conform to the applicable provisions of the New York City Charter (hereinafter the “Charter”) and other applicable provisions of the law. Nothing in these By-Laws shall be construed to change, modify or amend the Charter. In case of conflict between the provisions of the Charter or other applicable law and the By-Laws, the provisions of the Charter or other applicable law shall govern.

### **Article III**

#### Geographic Area of Jurisdiction

3.1 The geographic area of the Board’s jurisdiction bounded by Eastern Parkway on the North, Clarkson Avenue on the South, Washington Avenue/Ocean Avenue on the West, Rochester, East New York Avenue, Utica Avenue on the East in the borough of Brooklyn, shall be specifically designated as Community District No. 9 in the Borough of Brooklyn on the Community District Map as adopted and, from time to time, as may be amended or modified.

5.5 (a) An appointed member may be removed from the Board for cause, which shall include substantial nonattendance at Board or committee meetings.

(b) Three consecutive absences, or more than fifty percent non-consecutive absences in eight (8) months may be considered substantial non-attendance at Board or committee meetings. The Chairperson may excuse an absence for cause, in case of illness or for other reason of weight.

(c) An appointed member may only be removed after service of written charges and specifications made by the Executive Committee and at least 30 days prior to the presentation before the Board.

5.6 Any member appearing before a governmental agency, other entity or person making a public statement which is in conflict with a position adopted by the Board shall not identify himself as appearing and/or making said statement on behalf of the Board unless under compulsion of legal process. No member shall represent the Board before a governmental agency, other entity or person unless duly designated by the Chairperson.

Article VI  
Officers and Election and Removal

6.1 (a) The officers of the Board shall be:

- (1) Chairperson
- (2) First Vice Chairperson
- (3) Second Vice Chairperson
- (4) Executive Secretary

elected to fill a vacancy shall hold office for the remainder of the unexpired term, and until a qualified successor is elected.

6.4 An officer may resign at any time by submitting a resignation in writing to the Chairperson and the Board Secretary. Such resignation shall take effect at the time specified therein, or, if no time be specified, upon the date of submission thereof, but in no event any later than 30 days thereafter. A resignation need not be accepted to become effective.

6.5 An officer may be removed for cause by the Board after a hearing before the Board at a regular or special meeting and after written charges and specifications made by the Executive Committee shall have been served on such officer at least thirty (30) days prior to the hearing. The notice of the meeting shall include the hearing on its agenda. A proceeding to remove any officer shall be initiated by the Executive Committee without the participation of the charged officer, which shall make the charges and specifications and authorize their service upon the officer. The officer shall have a right to a hearing before the Board on such charges and specifications, the right to counsel and the right to produce witnesses or evidence on his or her behalf.

## Article VII

### Duties of Officers

7.1 The Chairperson shall be the chief executive officer of the Board. All reports required by the Charter shall be filed by the Chairperson. The Chairperson shall preside at all meetings of the Board and shall be an ex-officio member of all committees except the nominating committee.

- (f) Housing Committee
- (g) Environmental Protection Committee
- (h) Economic Development
- (i) Youth Services Committee
- (j) ULURP Committee

8.2 Each standing committee shall consist of a committee chairperson, such other appointed members as volunteer and are appointed by the Chairperson of the Board. Non-board members shall be appointed to committees by the Chairperson of the Board and/or the committee chairperson. The committee chairpersons shall be appointed members, shall be appointed annually by the Chairperson of the Board and shall serve at the pleasure of the Chairperson of the Board. The Chairperson shall designate additional Committees as may be necessary with the advice and consent of the Board. Each committee may elect a Vice-Chairperson who shall be an appointed member of the Board. When there is a vacancy in committee chairpersonship, or when the chairperson, and the vice-chairperson, if any, of a committee will be unavailable to conduct a meeting or hearing, the Chairperson of the Board, in his or her discretion, may appoint any member of such committee, or any member of the Board's Executive Committee, to conduct, on an ad hoc basis, a scheduled meeting of such committee.

8.3 The Chairperson of each standing committee shall preside at committee meetings and at public hearings conducted by the committee, and shall file all committee reports with the Board, including records of the attendances of all committee members at such meetings and public

(c) Committees shall encourage the participation of non-Board members on committees including representatives of local interested organizations. Non-Board members shall be appointed to a committee by the Board Chairman/woman and/or the committee chairman/woman.

(d) Committees shall meet at least five times per annum. At least one meeting shall be for the purpose of identifying the issues to be met by the committee.

(e) The committee chairman/woman shall keep minutes of each committee meeting and shall deliver same to the Board Secretary.

## Article IX

### Meetings, Quorum and Voting

9.1 (a) Except during the months of July and August, the Board shall meet at least once each month and shall conduct any required public hearing at a public place within Community District No. 9 at such time and place as shall be designated by the Chairperson in the notice of the meeting sent to the Community Board and adequately disseminated throughout Community District No. 9.

(b) At each meeting, the Board shall set aside time to hear from the public.

9.2 A special meeting of the Board shall be a meeting other than the regular monthly meeting and shall be called by the Chairperson (a) at his or her discretion; (b) at the Borough President's request; (c) upon resolution adopted by the Board or upon the written request of at least one-third of the appointed members. A special meeting shall be called upon at least five days prior written

(c) No appointed member who serves on the board of directors of a not-for-profit organization may vote on Board matters recommending funding by City agencies for such organization.

(d) If a member has a conflict of interest and is not entitled to vote on a particular Board matter, such member after disclosure of the fact and nature of the conflict of interest may thereupon participate in discussion of the matter.

(e) If a member is not entitled to vote because of a conflict of interest, then, in such event, the number of members entitled to vote on that matter is reduced and the majority required for passage is reduced accordingly.

9.6 “Robert’s Rules of Order” shall govern parliamentary procedure at meetings and public hearings of the Board and at committee meetings to the extent that “Robert’s Rules of Order” does not conflict with these By-Laws, the Charter or other applicable law, rule or regulation.

9.7 If a matter before the Board requires further information or deliberation, that matter may be referred to the appropriate Board committee for a report of recommendations for decision by the entire Board at the next regular monthly meeting.

## Article XI

### District Manager and Board Office

11.1 (a) The Board shall appoint a district manager pursuant to the provisions of the Charter. Such district manager shall serve at the pleasure of the Board and shall be in charge of the operation of the Board office, shall be responsible for processing service complaints, shall

11.3 The Board may remove a district manager upon the written recommendation of the Executive Committee specifying the reasons for such recommendation after serving a copy of the recommendation on the district manager, provided that the Board, at a regular or special meeting held upon at least ten days prior written notice, shall consider such recommendation after giving the district manager an opportunity to respond, and upon motion duly made, adopt a resolution removing the district manager.

## Article XII

### Amendments

These By-Laws may be amended by a majority vote of the members of the Board present and voting after at least ten (10) days written notice to the membership of the Board setting forth the proposed amendment(s).

Amended April 29, 2008