



BROOKLYN COMMUNITY BOARD 14
FLATBUSH–MIDWOOD COMMUNITY DISTRICT
810 East 16th Street
Brooklyn, New York 11230

ERIC ADAMS
Borough President

ALVIN M. BERK
Chairman

SHAWN CAMPBELL
District Manager

Constitution and By-Laws of Brooklyn Community Board 14
Amended – April 2015

I. NAME

The name of this organization shall be Community Board No. 14 of Brooklyn, New York City, hereinafter referred to as the “board.”

II. PURPOSES

The purposes of the board shall be to:

- A. Consider the needs of the district and develop plans for the district’s welfare and orderly development
- B. Advise the Borough President, City Planning Commission and all City agencies with respect to any matter relating to the welfare of the district and its residents
- C. Assist City Departments and agencies in making contact with and transmitting information to the people of the district
- D. Keep the public informed on matters relating to the welfare and development of the district
- E. Such other purposes as set forth in the New York City Charter or in New York State Law.

III. MEMBERSHIP

A. Pursuant to Section 2800 of the City Charter, this board shall consist of the District Council Members elected from any area which includes a part of or all of such community district and not more than fifty persons appointed by the Borough President who have a residence or a business, professional or other significant interest in the district, after consultation with such district Council Members. In making such appointments the Borough President shall give due regard to representation for each neighborhood within such district. Not more than twenty-five percent of such appointments shall be City employees.

B. Terms and Renewal

1. Members of the Community Board appointed by the Borough President shall serve for staggered terms of two years, one-half of the membership being renewed each year. An appointed member may be removed from the community board for cause, which shall include substantial nonattendance at board or committee meetings over a period of six months, by the borough president or by a majority vote of the community board, following a recommendation for removal by the Executive Committee.

2. The Board Chairperson shall send a warning letter to any member after that member has been absent from two consecutive board meetings or after that member has been absent from four board meetings during the calendar year.

3. In addition to absences as set forth herein above, cause for removal shall also be for violation by a member of the provisions of Sections D or E of this subdivision as hereinafter set forth.

C. Members shall serve as such without compensation.

D. All members shall serve on the board in their capacity as private citizens only. Their actions shall not be instructed by, or be responsible to, any other organization. Any member participating in the board's consideration of a matter involving self-serving or conflict of interest shall identify such interests and shall declare him/herself as not eligible to vote on such matters.

E. Any member appearing before a governmental body or otherwise making a public statement which conflicts in any respect with positions adopted by the board, shall not identify himself or herself as a member of the board when making such statement. No member shall represent the board's position before any City or other governmental agency or authority unless designated to do so by the board Chairperson or the Executive Committee.

F. Membership on the board shall as much as is possible have such diversity of interests as shall be representative of the community.

IV. ELECTION OF OFFICERS AND MEMBERS-AT-LARGE

A. Except as hereinafter set forth, at the board's regular meeting in the month of January, the Chair shall appoint a Nominating Committee consisting of five members. There shall be at least one member from each region. The committee shall elect its own Chair. Such Committee shall meet as often as is necessary thereafter in order to report to the board at its February meeting one candidate for each of the offices of Chairperson, three Vice-Chairpersons (First Vice-Chairperson, Second Vice-Chairperson, Third Vice-Chairperson), Secretary and two Members-at-Large. Members of the board may offer additional nominations from the floor at the February meeting. All nominees must have served on the board for the entirety of the preceding year.

B. There shall be no further nominations from the floor at the March meeting, unless there is a nomination for a vacant office. All nominees proposed by the Nominating Committee, as well as nominees from the floor, shall be made known to each board member by written notice prior to the March meeting.

C. At the March meeting of the board, pursuant to the written notice sent to each board member, there shall be an election held for each of the offices of Chairperson, First vice-Chairperson, Second Vice-Chairperson, Third Vice-Chairperson, Secretary and two Members-at-Large. The person receiving the highest number of votes for each office shall be deemed elected.

1. If prior to the March meeting, any nominee proposed by the Nominating Committee declines to serve or is otherwise ineligible to serve in the designated office, the Nominating Committee shall propose another nominee for the stated office and shall make its report at the March meeting. At that time, there can also be nominations from the floor for that vacancy. An election to fill this vacancy shall be held at a duly constituted and duly notified meeting of the board.

2. If, after the election, there occurs a vacancy in any office, except that of Chairpersons, then the said office shall be filled by a majority vote of the Executive Committee.

D. Voting for each office shall be by individual written paper ballots. A record of each member's vote shall be maintained by the board as mandated by law.

V. COMMUNITY BOARD OFFICERS

A. The Officers of the Community Board shall be as follows: Chairperson, three Vice-Chairpersons (First, Second and Third), Secretary and two Members-at-Large.

1. Terms

Each elected officer shall serve for the chronological year with the term beginning at the time of election and terminating upon the election of a successor in the next year.

2. Rotation of Chairperson

To provide the greatest opportunity of service for each member of the board, no Chairperson shall serve for more than two consecutive terms, except by a majority of the board members present and voting authorizing such additional term.

3. Duties of Chairperson

- a) To perform all duties as prescribed in the City Charter and any other duties prescribed under law;
- b) To attend any meetings required by the Mayor and the Borough President pursuant to the City Charter or to designate a representative or representatives to attend;
- c) To open regular meetings or other board meetings by taking the Chair and calling members to order;
- d) To announce the business before the board according to the agenda;

- e) 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;
- f) To interpret and enforce Robert's Rules of Order except as otherwise provided by the By-Laws herein;
- g) To represent and stand for the board and perform all necessary actions according to the decisions duly made by the board, including communicating with government agencies.
- h) To authenticate all acts, orders and proceedings of the board, including the countersigning of all letters whatever nature going out 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 the Chairperson shall otherwise specifically authorize;
- i) To appoint, consult with, suspend or remove Chairpersons of all Committees as may be from time-to-time be deemed necessary for the best performance of the board's functions. The Board Chairperson and Vice-Chairpersons shall be ex-officio members of each committee, except the Nominating Committee;

4. Duties of the Vice-Chairpersons:

- a) The First Vice-Chairperson shall preside at board meetings in the place of the Chairperson when the Chairperson is absent. In the absence of the Chairperson and First Vice-Chairperson, the Second Vice-Chairperson shall preside and in the absence of the Chairperson, First and Second Vice-Chairpersons, the Third Vice-Chairperson shall preside;
- b) The Vice-Chairpersons shall assist the Chairperson when necessary and required. They shall perform such duties as assigned by the Chairperson. If the Chairperson can no longer serve or is unable to serve as Chairpersons before the expiration of his or her term, then the First Vice-Chairperson shall succeed the Chairperson for the balance of the term of office.

5. Duties of Secretary

- a) The Secretary shall keep a record of the attendance at meetings;
- b) If the Chairperson and all Vice-Chairpersons are absent from a meeting, then the Secretary shall assume the duties of Chairperson for the meeting.

VI. COMMITTEES

A. The Executive Committee shall include all the Officers and the two Members-at-Large of the board. In emergency situations, the Executive Committee may act on behalf of the board, provided the same is not contrary to the previously stated position of the board and providing that any such action shall be ratified by the board membership at the next regular meeting. If not so ratified, there shall be no further implementation of the action after such meeting, and steps must be taken to withdraw such action, where possible.

B. The Budget Committee shall consist of the board officers and the Chairpersons of all standing Topical and Regional Committees. The Budget Committee shall be responsible for the preparation of the board's Capital and Expense budget recommendations and for the State and Federal programs for the Community District. The Committee is empowered to act on behalf of the board on such budget matters, provided the same is not contrary to the previously stated position of the board and providing that any such action shall be ratified by the board membership at the next regular meeting.

C. The Board's Standing Committees shall consist of the following:

1. Regional Committees shall be responsible for general planning and analysis and review functions within their geographic areas. The Regional Committees will be as follows:

Regional Committee I: Northern border to LIRR; Western border to Ocean Avenue Regional

Committee II: Northern border to LIRR; Ocean Avenue to Eastern border

Regional Committee III: LIRR to Southern border; Western border to Ocean Avenue Regional

Committee IV: LIRR to Southern border; Ocean Avenue to Eastern border

2. Topical Committees: Pursuant to Section 2800 (d) of the New York City Charter, it shall be the responsibility of each Topical Committee to "...Consult and cooperate with City agencies and other organizations on matters relating to the welfare of the community district and its residents, including capital and community development needs and delivery of municipal services; conduct public or private hearings or investigations with respect to any matter relating to the welfare of the community district and its residents; evaluate the quality and quantity of municipal services provided by agencies within the community district and make recommendations on the improvement of those services to the board, the Mayor, the Borough President and the Council as required."

In carrying out the duties described above, each Topical Committee, in consultation with the board Chair and the District Manager, shall be responsible for consulting and cooperating with and monitoring the services of the City agencies listed herein, and successor agencies:

a) Youth Services – Department for Youth and Community Development and other agencies dealing with youth services.

b) Human Services – Human Resources Administration and its constituent agencies; Department of Health and Mental Hygiene; Department for the Aging; Department of Consumer Affairs; Health and Hospitals Corporation; the Mayor's Office for People with Disabilities.

c) Public Safety – Police Department; Fire Department; District Attorney, the courts, and related agencies.

d) Transportation – The Department of Transportation, the Metropolitan Transit Authority, and all other transportation-related agencies.

e) Community Environment – Department of Environmental Protection; Department of Sanitation; and Department of Parks and Recreation.

f) Education, Libraries and Cultural Affairs – The New York City Department of Education and all other Education, Library and Cultural Affairs Agencies.

3. The board shall establish such Special Committees as the Chair deems necessary.

a) Annually, the Chair shall poll each board member for the member's committee preferences.

b) The Chair shall organize the board's committees giving consideration to the members' choices. The Chair shall notify members of their committee assignments prior to the October board meeting.

c) The board shall encourage the participation of public (non-board) members on topical committees. Public members shall be appointed to topical committees by the board Chair in consultation with the committee chairperson or co-chairs. No more than three public members may serve on each topical committee, nor may the public membership of any committee exceed one-third of that committee's total membership. A public member may serve on only one topical committee.

d) Topical committees shall meet at least three times a year. Members shall be required to attend all meetings of Primary Topical Committees of which they are members, unless excused by the Chair. Committee attendance shall be considered in evaluating a member's participation.

e) All committee chairpersons and/or co-chairpersons must be members of the board. The chairperson of the committee shall consult with the board Chair and the District Manager to schedule and set the agenda for his/her committee.

f) Each committee chairperson shall report at the board's next monthly meeting on the committee's transactions.

g). Each board member shall serve on one Primary Topical Committee

h) All board members may attend and vote at all topical committees, regardless of their primary committee assignment.

VII. Meetings

A. Regular Meetings – There shall be at least one regular meeting of the Community Board each month, except that no regular meetings shall be scheduled during the months of July and August.

1. A quorum to convene any meeting shall be as set forth by the Administrative Code and/or the City Charter.

2. Except as otherwise specifically required by the City Charter and Administrative Code or the By-laws herein, all action shall be decided by a majority vote of those members present and voting, in the presence of a quorum.

3. At least three regular monthly meetings per year shall be held in Regions I or II, and at least three meetings in Regions III or IV of the Community Board District.

B. Special Meetings

1. A special meeting shall be a meeting other than the regular meeting and shall be called by the Board Chairperson: or

a) At the Board Chairperson's volition; or

b) At the Borough President's request; or

c) Upon resolution adopted by the board by majority vote; or

d) Upon written request of at least twenty percent (20%) of the board members and presented to the Board Chairperson. The meeting shall be held within fifteen (15) calendar days after the receipt of such request by the Chairperson.

2. Members shall be given at least five (5) calendar days' notice in writing of a special meeting, with a specification of the purpose of the meeting and a delineation of the agenda of such meeting. Decisions at special meetings shall be made by a majority of those members voting, provided that a quorum of the board has been achieved.

C. Emergency Meetings

An emergency meeting shall be a meeting in circumstances as determined by the Chairperson where time is of the essence and decisions are required immediately and where five calendar days' notice cannot be given. At least forty-eight hours notice of such meeting must be given. Such meeting notification may include telephonic or other rapid means of communications.

D. Public Hearings

1. A public hearing shall be a duly-noticed meeting attended by Board members, convened with the express purpose of receiving public comment on a matter coming before the full board for consideration, including, but not limited to, matters relating to land use, housing and buildings, and/or other matters outside of the scope of any of the topical committees.

2. All decisions made at public hearings shall be in the form of recommendations to be submitted to the full board at its next regular monthly meeting.

3. The board Chair, in consultation with the District Manager, shall convene a public hearing on any matter of civic interest deemed by the Chair to merit such a hearing, or as stipulated by the New York City Charter or New York State Law.

4. Quorum at Public Hearings: Ten board members, or 20% of the members of the board, whichever is less, shall constitute a quorum for purposes of holding a public hearing. The

board chair shall poll the board members present at any public hearing to determine whether a consensus recommendation based on that hearing shall be made to the full board.

VIII. MONTHLY MEETING AGENDA

A. An agenda shall be drafted by the Board Chair with the assistance of the Executive Committee and the District Manager. The agenda should outline the business to be transacted at the meeting. This agenda, plus notice of time and place of the meeting, shall be forwarded to each board member at least three (3) calendar days before the regular monthly meeting of the board. No matter shall be decided upon by the board without that matter having been placed upon the agenda forwarded to the board members.

B. The agenda shall consist of the following:

1. Opening of the meeting

2. Adoption of minutes

3. District Manager's report

4. Chair's report

5. Committee Chairperson's reports (*Committee reports shall be made by each Committee Chairperson with a copy of same to be filed with the Secretary of the board at the end of the meeting*).

6. Other business (*By a majority vote of those present and voting, an item may be added to the agenda, but shall not be voted on at that meeting.*)

7. Public Comment Period. The board shall promulgate rules establishing a public comment period, during which members of the public may make remarks or announcements about matters of public interest.

IX. VOTING

A. Voting shall be by the show of hands, by paper ballot, or by roll call, with total votes both for and against the issue then publicly announced and recorded, including abstentions and declarations of ineligibility to vote. Records of individual votes shall be maintained according to law.

B. 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 entire board at the next regular meeting.

C. All voting shall be in person only. No proxy shall be accepted.

X. INTERNAL OPERATIONS OF THE COMMUNITY BOARD

The board may establish such additional rules of its own as are not specifically covered by the language of these by-laws and the City Charter and are not in conflict or contravention of the language set forth herein above.

XI. DISTRICT MANAGER

A. The Community Board shall hire a District Manager in accordance with the guidelines of the City Charter. The District Manager shall be accountable to the Community Board, but shall work directly under the supervision of the Chair and shall carry out the policies as determined by the board.

B. The District Manager shall hire such additional personnel as may be authorized by the Board. Such personnel shall be approved by the Executive Committee

XII. AMENDMENTS

These By-laws may be amended by a majority vote of the members of the board after at least ten (10) calendar days' written notice to the membership of the board setting forth the proposed amendment(s).