

BY-LAWS
OF
COMMUNITY BOARD NO. 9 MANHATTAN

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**BY-LAWS
OF
COMMUNITY BOARD NO. 9 MANHATTAN**

PREAMBLE

The By-Laws of Community Board No. 9 Manhattan i.e. Board shall conform to all relevant provisions of Federal, State, and City law, including but not limited to the New York City Charter as amended. Nothing in these By-Laws shall be construed so as to change, modify or amend the City Charter or any other relevant Federal, State or City law.

ARTICLE I

MEMBERSHIP

- A. Appointment; Term; Representation; Public Members; and Non-Voting Members.

Appointment:

Members shall be appointed as prescribed by the City Charter, Chapter 69, and Section 2800. The Board shall consist of not more than fifty (50) persons (Members) appointed by the Borough President; one half (1/2) of whom shall be appointed from the nominees of the New York City Council members elected from council districts which include any part of Community District 9 of the Borough of Manhattan. No more than twenty-five (25) of the Members of the Board may be City employee. No person who does not reside, work or conduct business in the District shall be appointed to or shall remain a Member of the Board.

Term:

The Members of the board shall be appointed for staggered two (2) year terms, one half (1/2) membership being reappointed each year. The term of each member shall be calculated from the first day in April in the year in which he or she takes office.

Representation:

Membership on the Board shall, as much as possible, have such diversity of interests as shall be representative of the District. Pursuant to the City Charter and as hereafter provided, the Board may submit nominations for Board membership to the Borough President and to the City Council members representing the District.

Public Members:

Public Members shall consist of community members who have indicated a desire to serve on selected committee (s) by completing C.B. #9 "Public Member" application. They will be appointed to selected committee (s) by the Board's Chairperson, in consultation with the selected Committee Chairperson. Public Members serve at the pleasure of the Board's Chairperson and will be eligible to vote within the committee (s) to which they are appointed as per Article V. Section B.

Non-voting Members:

Members of the City Council, the New York State Legislature, and the United States Congress whose districts include any part of District 9 shall be ex-officio non-voting members of the Board.

B. Conflict of Interest; Public Statements.

Conflict of Interest:

Members of the Board shall serve as such without compensation. All Members shall serve on the Board in their capacity as private citizens only. Their actions shall not be instructed by, or responsible to, any other organization or person with which they may be affiliated. Any member participating in the Board's consideration of a matter involving self-serving or conflict of interest shall state the nature of the conflict prior to speaking on the issue and shall not vote on such matters, but shall be recorded as present for the purposes of a quorum and not voting.

Public Statements:

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/herself as a Member of the Board when making such statement. No Member shall represent the Board's position unless formally designated to do so by the Board Chairperson.

- C. Removal for Cause; Absences; Excused Absences; Extended Absences; Resignations; Filling of Vacancies.

The Executive Committee is responsible for considering the removal of a member for cause. Said member shall be notified in writing that the matter of their attendance will be taken up at the next Executive Board meeting and that they must be present at that meeting if they wish to remain on the Board.

Upon the Member's request, submitted with his or her response to the charges a hearing on the charges shall be held before the Executive Committee. In the event of an Executive Committee recommendation to remove, the Executive Committee recommendation and the full record of the hearing shall be presented to the Board for its action.

"Cause" shall include but not be limited to a Member's failure to fulfill any of their duties or responsibilities including regular attendance. Regular attendance at General Board or Committee meetings is essential in order for a Member to fulfill his or her duties and responsibilities.

2. Absences:

Any total of three (3) absences (excused or unexcused) from scheduled monthly General Board or committee meetings during the twelve months of A member's term, (April through March) is ground for review for removal by the Executive Committee.

The Chair of each Standing Committee must report absences from his/her committee meetings and only that committee chair can excuse a member from his or her committee meeting.

Only the Board Chairperson, or his/her designee, can excuse a Member from any regular or special Board Meeting.

3. Permitted Excused Absences:

Upon receipt of a written request to the Chair of the Board, a member will be considered excused up to three (3) times for the following reasons only:

- a)* illness
- b)* employment obligations
- c)* death in the immediate family
- d)* military service
- e)* religious observance
- f)* planned vacation

1. Extended Absences:

After three (3) excused absences due to illness, a Board Member may request, to be further excused for a period not to exceed a total of six (6) months. This request must be in writing. The Board may then declare a vacancy and request the Borough President to appoint another person for the remainder of any given term.

5. Resignation:

A Member of the Board may resign by submitting a written resignation to the Chairperson of the Board. Such resignation shall take effect when accepted by the Board. The Borough President will be duly informed.

6. Filling of Vacancies:

The Executive Committee shall review all existing vacancies on a monthly basis, solicit and review members' suggestions of candidates for Board membership and periodically make recommendations of candidates to the Borough President and members of the City Council until such time as all vacancies are filled in accordance with the City Charter.

ARTICLE II

BOARD MEETINGS

- A. Regular Meetings; Special Meetings; Public Hearings; Emergency Meetings and Executive Session.

Regular Meetings:

- 1. As provided by the City Charter there shall be at least one regular monthly meeting of the Board to be at such time and place as designated by the Chairperson in a written notice mailed to the

Members. During July and August meetings will be called as needed.

Special Meetings:

1. A special meeting shall be a meeting other than the regular monthly meeting, called by the Chairperson of the Board for the following reasons:
 - a. At the Chairperson's volition;
 - b. Upon a resolution adopted by a majority vote of the members;
 - c. Upon written request of at least one third of the Members;
2. A special meeting shall require seven (7) day's written notice, which includes a statement of the purpose of the meeting and the restricted agenda for such meeting.

Public Hearings:

Public Hearings are held at the request of the Borough President or as otherwise required by the City Charter. Their purpose is to advise the Borough President or other City officials or City agencies on such matters.

Emergency Meetings:

Emergency Meetings may be called by the Chair, but only in circumstances where time is of the essence, decisions are required immediately and it is not possible to give seven (7) day's written notice. An emergency meeting may include telephone or other rapid means of communication.

Record of Meetings:

All regular meetings, special meetings, emergency meetings and public hearing shall be tape recorded in accordance with the City Charter provisions.

6.

B. Quorum; Attendance Records.

Quorum:

1. A quorum shall be a majority of the Members of the Board. Public members and ex-officio members are not counted toward a quorum.
2. A Quorum Committee shall consist of 20% of Board members for Uniform Land Use Review Proceedings, and other mandated public hearings.

Attendance Records:

For attendance record purposes, Member shall not be recorded as present at a meeting unless he or she was in attendance during substantially all of the meeting. Attendance records for Board meetings shall be reported promptly to the Executive Committee.

C. Voting; Proxies.

Voting:

1. According to City Charter Section 2108B, all decision taken by the Board shall be decided by a majority vote of the Members present and entitled to vote.
2. Voting is by roll call vote with total votes both for, against, abstentions and present but not entitled to vote being publicly announced and recorded.
3. Voting on all Board Resolutions shall be submitted to the District Manager by signed ballot.
4. In the event of the appointment of Committee Co-Chairs, each Co-Chair shall have the right to cast individual votes on any issue raised in their committees, the Executive Committee, or at Board Meetings.

Proxies:

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

D. Minority Reports:

1. On occasion Members differing with an official Board position may wish to report a minority position to other City officials and agencies.
2. The decision to draft a Minority Report must be announced during the meeting at which the Board acted upon the issue.

Members supporting a minority position must report their minority status clearly in all communication, correspondence, etc. In the absence of an announced Minority Report, a Member may not identify himself or herself as a Board member in any public statement opposing the official Board position. The Minority Report shall state (1) the Board votes on the issue and (2) the number of Members represented by the Minority Report.

E. Meeting Notice; Agenda; Reports & Resolutions, Public Session, and Business Session.

1. Meeting Notice:

The Agenda with notice of the time and place of the meeting, together with the minutes of the last meeting, shall be mailed to reach each Member at least three (3) days before the regular monthly meetings of the Board. No matter of substantial public interest shall be decided by the Board at a regular meeting without that matter having been placed on the Agenda. The Board shall, where possible, distribute the Agenda publicly prior to the meeting. Extra copies of the Agenda, and the minutes of the previous meeting; along with committee reports and all resolutions acted upon shall be available for Members and where possible, for the public at the beginning of each meeting.

2. Reports and Resolutions:

Reports and Resolutions should be provided to Board Members prior to each meeting. This material should also be available to the general public prior to each Board Meeting.

3. The Agenda:

1. Call to Order
2. The Public Session

8.

There shall be a Public Session at each regular monthly meeting. A quorum of the Board must be present before the Public session may begin. In the interest of affording all citizens the opportunity to be heard, each speaker must complete the Board's "Speakers Form", and shall be limited to a period of no more than three (3) minutes, unless otherwise permitted by the Chairperson. Each speaker is limited to speak once on any given issue unless otherwise permitted by the Chairperson.

During the Public Session, any member of the public shall be permitted to comment on (a) any matter listed on the Agenda or not which the speaker believes to be of general interest to the community and to the Board. At the discretion of the Chairperson, all those wishing to discuss a single issue may be asked to address the Board in succession. Representatives of City agencies may also address the Board during the public session.

If the Public Session extends beyond one hour, the Chairperson with the assent of the Board may end the Public Session in order to allow sufficient time for the Board to conduct its necessary business.

Public officials, or their designated representatives, shall be scheduled to speak during the public session. If such officials or representatives arrive after its close, the Board will revert to the public session for their presentation and response.

The Business Session shall include:

- a. Adoption of the Agenda:
Before adoption, items may be added to the agenda with the permission of the Board.
- b. Adoption of Minutes:
- c. Chairperson's Report:

Together with other pertinent items the Chairperson shall submit to the Board written communications from the Borough President's office and convey or summarize such other communications as shall come from the Borough President, or the other governmental agencies, or any committee deemed relevant to the work of the Board.

- d. Treasurer's Report:

The Treasurer shall report to the Board each month in writing on the financial condition of the Board, including expenditures, moneys owed, cash on hand or available and projections of future commitments.

9.

e. District Manager's Report:

In addition to other matters, the District Manager shall report on the District Service Cabinet and on activities of the District office.

f. Borough President's Report:

In addition to other matters, the Borough President's Report shall include items, which the Borough President wishes to relay to the Board.

g. Committee Reports:

These Reports shall be made by each committee's Chairperson. During these Reports, the Board shall vote on all resolutions presented by any committee.

h. Old Business

i. New Business

j. Adjournment

F. Executive Session:

Executive Sessions may be called only for purposes stated in the New York State Public Officers Law Section 108 and only upon a majority vote of the total membership. Executive Session closes the meeting only to public attendance. No member of the Board shall be excluded from any Committee or full Board meeting.

Discussion during Executive Session is limited to the matter announced in open session as basis for the vote to call an Executive Session. Any vote taken in Executive Session must be announced upon return to open session.

G. Rules of Order:

The rules of procedure contained in *Robert's Rules of Order* shall govern Board meetings in all cases in which they are applicable and in which they are not inconsistent with the By-Laws, the City Charter or any other City, State, or Federal law.

ARTICLE III

OFFICERS

A. Officers; Terms of Office; Vacancy in the Chair; Rotation of Chairpersons.

Officers:

The officers of the Board shall be a Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

Term of Office:

Each officer shall serve for twelve – (12) month period beginning January 1 and terminating on December 31.

To provide the greatest opportunity for service by each Member, no Chairperson shall serve for more than four (4) consecutive years

B. Rules of Succession:

1. If a vacancy occurs in the office of First Vice Chair, the Second Vice Chair becomes First Vice Chair, and an election may be held within 30 days to elect a Second Vice-Chair. If a vacancy occurs in the Office of Secretary, the Assistant Secretary becomes Secretary and election may be held within 30 days to elect an Assistant Secretary. The same procedure is followed with the Office of Treasurer and Assistant Treasurer.
2. If one or both Vice-Chairpersons refuse to serve as Chairperson, they must resign. A special election will then be held within thirty (30) days to elect a new Chairperson and two (2) Vice-Chairpersons.

C. Duties and Responsibilities of Officers:

Duties of the Chairperson:

1. To be responsible for the performance of all duties as prescribed in the City Charter and any other duties prescribed by law.
2. To appoint and remove Chairpersons of Standing and Ad Hoc Committees.

3. To appoint and remove Public Members of Committees for cause in consultation with the specific committee chair.
4. To receive calendars and notices of meetings of City agencies required to refer matters to Community Boards pursuant to the City Charter and to inform Members of such calendars and notices.
5. To attend any meeting required by the Mayor or the Borough President pursuant to the City Charter or to designate an appropriate Officer, Committee Chairperson, Board Member or the District manager to attend. The Chairperson or his/her designee must attend all District Service Cabinet Meetings. The District manager shall not be designated as the Chair's representative.
6. To open regular monthly meetings at the time and on the date at which the Board is to meet, by taking the chair and calling members to order.
7. To announce the business before the Board according to the agenda.
8. To state and put to a vote questions or resolutions which are to be moved or which necessarily arise in the course of the Board's business and to announce the result of the vote.
9. Except as otherwise provided by the City Charter or the By-Laws, to interpret and to enforce *Robert's Rules of Order*. The Chairperson may, at his or her discretion, appoint a Member of the Board to serve as Parliamentarian. The Parliamentarian shall advise the Chairperson on the rules of parliamentary procedure.
10. To decide all questions of order. The Chairperson may, at his or her discretion, appoint a member of the Board to serve as Sergeant-At-Arms. Duties to include:
 - a) Under the supervision of the Chair, the Sergeant-At-Arms maintains order at all Board meetings, Executive Meetings, and such other meetings as requested. He/she is responsible for the safety and security of all in attendance.
 - b) He/she maintains order by calming or removing disruptive individuals; talks to potentially disruptive spectators or Board members to calm them.

12.

- c) Directs safety/security operations during emergencies and serious disturbances until higher level authorities arrive on the scene and prepares special incident reports. Interfaces with personnel from the New York City Police and Fire Departments.
 - d) Communicates with law enforcement agencies, or other groups to coordinate activities in a cooperative manner, yet not allow disruption to interfere with constructive Board and/or Committee operation.
 - e) Responds to requests made by the Public for information about hearings and meetings in progress.
11. To represent the Board and to perform necessary functions according to the decisions duly made by the Board, including communicating with governmental agencies. Such communications shall be through the appropriate governmental agency with a copy of the same forwarded simultaneously to the Borough President's office.
12. Except as he or she shall otherwise specifically authorize, to authenticate acts, orders and proceedings of the Board, including the countersigning of official letters of 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.
13. To appoint, Board Members, upon their application, to the committees of the Board. Board members may be removed for cause from a committee only with the concurrence of the committee chair.
14. To prepare and deliver the Chairperson's monthly report to the Board.
15. Because of the possibility of the First Vice-Chairperson's having to act in the absence of the Chairperson as hereinafter provided, to keep the First Vice-Chairperson informed of all information, orders, directives, and other matters coming to the Chairperson's attention.
16. The term Chairperson is used in these By-Laws to describe the presiding officer of the Board. Any individual elected or otherwise designated to hold such office shall have the right to style himself or herself Chairman, Chairwoman or Chairperson, as he or she prefers. The title he or she chooses shall be used by and for him or her on all forms and correspondence, and in direct address. This rule shall also apply to Vic-Chairpersons.

Duties of the Vice-Chairpersons:

1. In the absence of the Chairperson, The First Vice-Chairperson shall preside at the regular monthly meeting or at any special or emergency meeting of the Board, and otherwise assumes the duties of the Chair.
2. The Vice-Chairpersons shall assist the Chairperson when necessary and as required.

Duties of the Secretary:

1. The Secretary shall be the recording officer of the Board and custodian of its records, except, those specifically assigned to others, such as the Treasurer's books.
2. The Secretary shall take the minutes of the regular monthly meetings and of any special or emergency meetings of the Board. The minutes are to be an accurate record of the proceedings, stating what was done rather than what was said. The final version of minutes when approved shall be furnished to the Borough President's Office.
3. In addition to recording the minutes and keeping the records, it is the duty of the Secretary to keep a register, or roll, of the Members and to call the roll when required.
4. If the Chairperson and Vice-Chairpersons are absent from a general Board meeting, The Secretary shall call the meeting to order and preside. In the absence of the Secretary, the Assistant Secretary, Treasurer or Assistant Treasurer shall preside in that order.

Duties of the Assistant Secretary:

1. The Assistant Secretary shall act as Secretary and shall report the minutes if the Secretary is not present at any regular monthly meeting or special or emergency meeting. He or she shall also, if the Secretary is present, aid the Secretary in any manner deemed necessary.
2. Because of the possibility of the Assistant Secretary's 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 coming to the Secretary's attention.

Duties of the Treasurer:

1. The Treasurer shall oversee the administration of the financial affairs of the Board under the supervision of the Chairperson and as prescribed by the Board and the City of New York.
2. The Treasurer shall prepare an annual budget for the Board. Any expenditure over \$2500 that requires Budget modification **must** have prior Board approval.
3. The Treasurer or Assistant Treasurer is the “custodian of the account” and is responsible for monthly reconciliation of the bank account. All checks must be signed by two Board officers:

One from a, and one from b:

 - a. either the Chair or First Vice Chair
 - b. either the Treasurer or Assistant Treasurer (whichever is not Custodian)

Duties of the Assistant Treasurer:

1. The Assistant Treasurer shall act as Treasurer and oversee the administration of the financial affairs of the Board under the supervision of the Chairperson and as prescribed by the Board if, for any reason, the Treasurer is not available.
2. Because of the possibility of the Assistant Treasurer’s having to act in the absence of the Treasurer as herein provided, the Treasurer shall keep the Assistant Treasurer informed of all information concerning the financial condition, projections and commitments of the Board and any other matters coming to the Treasurer’s attention.

ARTICLE IV

ELECTION OF OFFICERS

A. Nominating Committee:

1. A nominating Committee consisting of seven (7) members shall be elected at the Regular Board meeting in October of each year. The Chairperson of the Nominating Committee shall be elected by the Committee.

2. The Nominating Committee shall meet as often as necessary thereafter in order to report to the Board at its November meeting one or more candidates for each of the offices of Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Secretary, Treasurer and Assistant Treasurer.
- B. Nominations:
1. At the regular November meeting of the Board, the Nominating Committee shall make its report. At such meeting, members may offer additional nominees from the floor. Members must be present and accept nomination to be included on the Slate. Members of the Nominating Committee shall be eligible for nomination from the floor. No member of the Board may be a candidate for more than one office during an election.
 2. All nominees suggested by the Nominating Committee as well as nominees offered from the floor shall be made known to each Member in a written statement notice of the election of officers to be held at the December meeting. All candidates nominated at the November meeting must deliver a written Statement to the District Manager within seven calendar days after their Nomination. The written statement not exceeding two hundred and fifty (250) Words, must set forth the nominee's background and qualifications for Board office. If written statement is not presented, the nominee forfeits his/her nomination.
- A special meeting with all nominees will be held approximately two weeks prior to the December meeting for the purpose of responding to Members' questions regarding each nominee's qualifications for Board office. If the candidate is not present for such meeting, the nominee forfeits his/her nomination.
3. There shall be no further nominations from the floor at the December meeting unless there is no nominee for a particular office or in the event no candidate for a particular office receives a majority of those voting.

C. Elections

At the December meeting of the Board, pursuant to the written notice to each Member:

1. There shall be one ballot for the election of officers. Each Board Member must be called by the Secretary from the official Board Roll to receive and fill an election ballot. Then each Board Member must be called again by the Secretary to deposit his/her signed ballot in the ballot box.
2. A person receiving a majority of the votes cast for each office shall be elected. If no person receives a majority on the first ballot, the two candidates receiving the highest number of votes shall have a runoff election at that time. In the event of a tie vote, one further vote will be taken. In the event that after a run-off, no person receives a majority of the votes cast, nominations will be re-opened and the voting will continue until a person receives a majority of the votes cast. In the event that only one person has been nominated for an office and that person fails to receive a majority of the votes cast, then nominations for that office will be re-opened from the floor.

ARTICLE V

COMMITTEES

The Board shall make every effort, through its committees, to enlist the participation, interest and involvement of every sector of the community that it represents. In the case of Housing & Land Use/ULURP proceedings there must be no fewer than seven (7) Board members present.

A. Executive Committee:

The Executive Committee of the Board shall consist of the Officers of the Board and the Chairpersons of the Standing Committees. The Executive Committee shall meet at least once a month at a regularly scheduled time and place. Executive Committee meetings shall be announced in advance and shall be open to the participation of the Board Members. However, Board Members who are not members of the Executive Committee cannot vote.

The Executive Committee of the Board shall consist of the Officers of the Board and the Chairpersons of the Standing Committees. The Executive Committee shall meet at least once a month at a regularly scheduled time and place. Executive Committee meetings shall be announced in advance and shall be open to the participation of the Board Members. However, Board Members who are not members of the Executive Committee cannot vote.

The public may attend Executive Committee meetings, but may not participate in discussion unless given specific permission by the Chair. The Public cannot vote.

Responsibilities and Powers:

1. A primary responsibility of the Executive Committee shall be to coordinate the actions of the standing committees. The Executive Committee shall also be responsible for recommending to the Board the establishment or dissolution of standing committees in accordance with the needs of the Community District and the priorities of the Board.
2. The Executive Committee shall, in cooperation with the Treasurer and the District Manager, oversee the Board's internal budget and spending. The Executive Committee shall also be responsible for assembling information, monitoring, setting priorities, and making recommendations to the Board on the City's capital and expense budgets.

The Executive Committee shall also plan and conduct public hearings on budget matters, and coordinate the Board's participation in district and borough budget consultations, and hearings before the City Planning Commission, and the City Council.

3. The Executive Committee shall also serve as a Personnel Committee. It shall determine the qualifications for the selection of staff members and their duties. It shall monitor staff and board functions, and evaluate staff and board performance. It shall consult with the Chair of the Board regarding staff and Board functions, and assist the Chair in evaluating staff performance. It shall maintain files on personnel policies and benefits, and on office operating procedures. It shall resolve internal grievances and their recommendations will be final. The Executive Committee may authorize the District Manager to hire support staff.
4. The Executive Committee shall review regular Board and Standing Committee attendance records; shall encourage Board Members to attend meetings regularly, fulfill their Board responsibilities, and to conduct themselves in accordance with the rules and best interest of the Board
5. The Executive Committee is empowered to act on behalf of the Board in emergency situations. For purpose of this provision, "emergency situation" are those in which immediate action is required before the next regularly scheduled Board meeting and it is not possible to convene a special meeting of the Board. Any action taken by the Executive Committee, under this provision shall be ratified by the Board at its next regular scheduled meeting.

If such action has not been implemented and fails to obtain the necessary ratification by the Board, then and only then shall steps be taken to withdraw the action of the Executive Committee.

6. The Executive Committee is also empowered to act on behalf of the Board to transact such business as is necessary during those months that the Board is not in session. These actions need not be ratified, but the Executive Committee shall notify the members at the next regular scheduled full Board meeting.

B. Standing Committees:

In addition to the Executive Committee, Standing Committees of the Board shall consist of those committees established by the Board upon the recommendation of the Executive Committee. The Standing Committees shall be permanent committees of the Board and will function from term to term in order to assure the continuity of the Board's work.

1. Standing Committees will have Chairs and/or Co-Chairs as appointed by the Chair of the Board.
2. No person shall be appointed Chair or Co-Chair of more than one standing committee.
3. All Board Members must serve as voting members of one Standing Committee. They may serve on more if they wish with the understanding that absences from committee meeting are subject to the rules regarding absences as stated in paragraph.
4. Standing Committee Chairpersons shall submit to the Board accurate records of Standing Committee meetings as follows: a) Board Member and public attendance for each committee meeting; b) Resolutions adopted with a tally of the vote and a tally of the opinions of the public members and the community at large.
5. There shall be at least one regularly scheduled monthly meeting of each Standing Committee, except during July and August. All committee meetings shall be conducted under the same procedure as Board meetings relating to voting and to rules of order.

C. Ad Hoc Committees:

Ad Hoc (Non-Permanent) Committees are those committees, which serve for specific terms to address specific items. Their Chairs and members serve at the pleasure of the Chairperson of the Board.

ARTICLE VI

DISTRICT MANAGER AND STAFF:

Within the budgetary appropriations in accordance with the City Charter, personnel Policies of the City of New York, and existing requirements of due process, the Board shall appoint a District Manager to serve at the pleasure of the Board and to assume the following duties and responsibilities:

- 1) The District Manager will be responsible for selection, hiring and termination of staff in consultation with the Chair and the Executive Committee.
- 2) Preside at the meetings of the District Service Cabinet and facilitate the coordination of the delivery of services at the District level.
- 3) Process service complaints and maintain, administer and service the District Office.
- 4) Discharge any and all duties, functions and procedures elaborated by the Board in compliance with New York City regulations pertaining to Community Board responsibilities.
5. Report to the Board on the functioning of the District Office in accordance with procedures and guidelines established by the Chairperson, the Executive Committee and the Board.
6. Attend and report on such Hearings, meetings and public functions as necessary for effective and efficient functioning of the District Office, including any such hearings, meetings and public functions which the Chairperson, the Executive Committee or the Board shall direct the District Manager or any other staff person to attend.
7. Present to the Treasurer for his or her review the projected annual budget and periodic financial and program reports of the activities of the District Office. See that all written communications from the Borough President's Office, the Comptroller's Office, Office of Management and Budget, or any other City agency with respect to the CB#9 internal budget, or financial matters pertaining to that budget, be provided directly and immediately to the Chair and the Treasurer.
- 8) Perform such other lawful duties as are assigned by the Chairperson of the Board in accordance with the general powers of the Chairperson of the Board.

9. Promptly direct all incoming pertinent information to the appropriate Committee Chair.

ARTICLE VII

AMENDMENTS

Any proposed amendment (s) to these By-laws must be placed at the top of the Business Session's agenda for discussion at each of two consecutive monthly General Board meetings prior to the regular monthly meeting at which the vote on such amendment (s) will be taken.