

Bronx Community Board #6
1932 Arthur Avenue
Room 403-A
Bronx, New York 10457

Amendments approved on September 13, 2023.

ARTICLE I

EFFECT

Sec.1 – The By-Laws, upon adoption, shall be the By-Laws of Community Board #6 (hereinafter referred to as “the Board”) of the Borough of the Bronx, and shall be the governing instrument of the Board, subject to the provisions of the New York City Charter (hereinafter referred to as “the Charter”) Chapters [27](#), [68](#), [69](#), and [70](#) and the Rules of the City of New York [Title 62](#) governing the Uniform Land Use Review Procedure (hereinafter referred to as “ULURP”).

POWERS

Sec. 2 – The Board shall exercise those powers and perform those functions set forth in the charter and the Uniform Land Use Review Procedure regarding any matter concerning its community district. The boundaries of its district shall be defined by the map adopted by the Board of Estimate pursuant to [Chapter 69, Section 2702.d](#) of the New York City Charter.

ARTICLE III

MEMBERS

Sec. 1 – The Board shall consist of:

- A) As voting members, those individuals who shall be appointed by the Borough President in accordance with Section 2800 of the charter (hereinafter referred to as “appointed members”).
- B) As non-voting members those public officials specified in Section 2800 of the charter.

Sec. 2 – Each appointed member shall serve for a term of two years as provided in Section 2800.b of the charter. Upon the death, resignation or removal of an appointed member, the vacancy created may be filled by the Borough President for the remainder of the unexpected term in the same manner as a regular appointment.

Sec. 3 – An appointed member may resign at any time by submitting his resignation in writing to the Borough President. Such resignation shall take effect at the time specified therein, or, if no time specified, upon receipt by the Borough President. A resignation needs to be accepted to become effective.

Sec. 4 – An appointed member may be removed for cause by the Borough President or by a majority of the appointed members of the Board. Cause shall include three consecutive absences from meetings or the absence from more than one-half of the meetings in a period of any one year; lack of participation or attendance at more than half of committee meetings within a year, three consecutive committee meetings, or failure to sign up for a committee within 60 days of appointment to the board or misrepresenting the Board.

Sec. 5 - The Board shall not remove a member except in accordance with the following procedures:

- A) Following the adoption of such a resolution, the Chairperson shall appoint a committee of not less than three or more than five members to investigate the matter and report to the Board.
- B) The member whose removal is proposed shall be given the opportunity to respond, in person or in writing, to such resolution, before committee of the full Board.
- C) The Board shall receive the report of the committee, including a minority report if any, and the response, if any, of the member.
- D) A motion to institute removal proceedings, setting forth the cause of the proposed removal, shall be adopted by a majority of the appointed members of the Board present and voting at a meeting, the agenda for which shall have included consideration of removal of a member.
- E) A motion to remove the member shall be adopted by a majority of the appointed members of the Board at a meeting, the agenda for which shall have included action on removal.

Sec. 6 – All requests for leave of absence should be made in writing to the attention of the Board Chair. Leave of absence will not be granted for more than a 3-month period. One extension will be granted for an additional 3 months. If additional time is necessary, the Disciplinary Committee may recommend reapplying for new membership.

Sec. 7 – The Disciplinary Committee will monitor all members who have sporadic or poor attendance; this includes committee meetings.

Sec. 8 – As per City Charter, Community Boards has the right to make nominations to Bronx Borough President and City Council for new Board memberships.

No member shall become Chairperson for a committee on the first year of appointment.

A Chairperson of a committee will be removed from a committee for lack of attendance and not holding any meetings.

Committee Chairperson is responsible for submitting to the Board's office all minutes of meetings one (1) week prior general meeting.

All committee Chairperson's are to work and advise the District Manager of all activities planned and work in conjunction.

Any activities in which a member engages without notifying the District Manager or Chairperson will not be recognized as a Board event.

No board member is to represent the Board without proper authorization.

It is recommended that one interested in becoming a member of Community Board #6 should:

- A) Attend Board meetings on a regular basis (this showing interest in community issues).
- B) Become member of Committee of his/her choice, or
- C) Become active in Community Board issues
- D) A person's interest in becoming a member of Bronx Community Board #6 should make presentations for recommendation by members.
- E) Any members missing three consecutive meetings or a total of 5 meetings in one year should be dismissed from the Board.
- F) A person should serve as a board member with a good track report (i.e., attendance, participation, etc.) before becoming chair of a committee.

ARTICLE IV

HEARINGS AND MEETINGS

Sec. 1 – The Board shall hold a meeting and conduct a public hearing, when necessary, except during the months of July and August. A hearing of a meeting may be called at any time by the Chairperson and shall be called at the request of one-third of the members of the Board.

Sec. 2 – The Chairperson shall determine the time, date and place of all hearings and meetings.

Sec. 3 – All meetings and hearings shall be held within the Board's community district, except that if in the Board's judgment there is not suitable and convenient place of public assembly within the community district to hold a hearing, such hearing shall be held at a centrally located place of public assembly within the borough.

Sec. 4 – Written notice of each hearing or meeting, setting forth its time, place, and subject, shall be published in the Comprehensive City Planning Charter distributed not less than ten calendar days prior to the date of the hearing or meeting and shall be sent by the Chairperson to each member of the Board to the date of publication. Notice shall also be given in such additional manner to comply with Section 4.030 of the Uniform Land Use Review Procedure.

Sec. 5 – Notwithstanding the provisions of Section 4 of this Article IV, an emergency meeting may be called upon at least two days' notice where the Chairperson determines that consideration of a matter does not allow for publication and then ten days' notice. The notice of any meeting called on less than ten days' notice shall, in addition to the requirement of Section 4 specify the matter requiring short notice and a written statement from the Chairperson that time does not allow for ten days' notice. When a meeting is called on less than five days' notice, each member of the Board shall be notified in writing and by telephone. At any meeting called on less than ten days' notice, only the matter specified in the notice of meeting may be acted upon.

Sec. 6 – Each notice of hearing or meeting shall contain an agenda, as determined by the Chairperson. The Chairperson shall place on the agenda for a hearing every item referred to the Board pursuant to the Uniform Land Use Review Procedure and shall include on the agenda every item requested in writing by any members three days prior to the date of publication of the notice in Comprehensive City Planning Calendar. Such written request shall be filed with the District Manager by mail or in person and shall be deemed to have been submitted on receipt by him or her. Any item not appearing on the agenda may be added to the agenda at the hearing or meeting by the approval of $\frac{3}{4}$ of all appointed members present. No item may be voted upon or acted unless it appears on the agenda.

Sec. 7 – Whenever the Board considers an item referred to under the Uniform Land Use Review Procedure, the constitution of a quorum shall be determined in accordance with the provisions of Sections 4.043 and 4.061 of such Procedure. For all other matters, the presence of a majority of the appointed members of the Board shall constitute a quorum. No member may be present by proxy.

Sec. 8 – Each appointed member present at a meeting shall be entitled to one vote. Unless otherwise specified in the Charter, the Uniform Land Use Review Procedure, or by-laws, all questions shall be decided by a majority of the appointed members present and voting.

Sec. 9 – The procedure followed at all meetings shall be in accordance with the requirements of the Charter, the Uniform Land Use Review Procedure, these by-laws, and, when no contrary provision exists, the “Roberts Rules of Order”. The Board, however, shall have the power to adopt any rules of procedures not inconsistent with the Charter, the Uniform Land Use Review Procedure, or these by-laws.

Sec. 10 – Attendance shall be taken at every hearing or meeting. Each member shall be marked “present” or “absent”. In an effort to present a unified Board to the public, members are required to sit as a body when marked “present”.

Sec.11 – Minutes shall be taken at all hearings and meetings and shall be public record. The minutes shall contain an accurate record of the members present, all resolutions and motions brought before the Board, the results of all votes taken, and a summary of all reports presented to the Board, including majority and minority reports. Copies of all papers submitted at a hearing or meeting shall be annexed to the minutes and be part thereof. Minutes should be sent to members before meetings.

Sec. 12 – Each member of the Board shall be entitled to speak for a maximum of three (3) minutes during Community Board meetings when recognized by the Chairperson. This includes debate on motions or any questions the Chairperson allows to be asked.

ARTICLE V

OFFICERS

Sec. 1 – The officers of the Board shall be a Chairperson, a 1st Vice-Chairperson, a 2nd Vice-Chairperson, a Secretary, a Treasurer, and such other officers as the Board may deem necessary or advisable. Each officer shall be an appointed member of the Board. The election of officers shall take place at a meeting

of the Board held in the month of June. Each officer shall serve for a term of years, commencing the first day of July when his successor shall have been duly elected and shall have qualified.

Sec. 2 – Not less than four weeks prior to the meeting at which the election of officers is to be held, the Chairperson shall appoint a nominating committee of not less than three not more than five members. This committee shall present one or more candidates for each of the offices to be filled at the election meeting. A majority of the appointed members are present, and voting shall be required to elect a candidate to office. Should no candidate receive a majority on the first ballot, all the candidates except those two receiving the largest number of votes shall be dropped from the ballot, and a second ballot shall take place.

Sec. 3 – Upon death, resignation or removal of any officer, the Board shall fill the vacancy created. The election to fill such vacancy shall take place no later than the second meeting following the creation of the vacancy. The election procedure shall be the same as the set forth in Section 2 of this Article V, except no nominating committee shall be appointed and all candidates shall be nominated from the floor. Any officer elected to fill a vacancy shall hold office for the remainder of the unexpected term, and until his successor shall have been elected and shall have qualified.

Sec. 4 – An officer may resign at any time by submitting his resignation in writing to the Chairperson. Such resignation shall take effect at the time specified therein, or, if no time specified, upon receipt by the Chairperson. A resignation need not be accepted to become effective.

Sec. 5 – An officer may be removed for cause by a majority of the appointed members of the Board, but only in accordance with the following procedures:

- A) Following the adoption of such a resolution, the highest-ranking officer who is not the subject removal proceedings shall appoint a committee of not less than three nor more than five members to investigate the matter and report to the Board.
- B) The officer who removal is proposed shall be given the opportunity to respond, in person or in writing to such resolution, either or before the committee or the full Board.
- C) The Board shall receive the report of the committee, including a minority report, if any, and the officer.
- D) A motion to institute removal proceedings, setting forth the cause for the proposed removal, shall be adopted by a majority of the appointed members of the Board present and voting at a meeting, the agenda for which shall have included consideration of removal of an officer.
- E) A motion to remove the officer shall be adopted by a majority of the appointed members of the Board at a meeting, the agenda for which shall have included action on removal.

Sec. 6 – The chairperson or designated shall preside at all hearings and meetings, file all reports for the Board, be a member of the District Service Cabinet and the Borough Board, appoint all committees, be an ex-office member of all standing and special committees and exercise all those powers granted to him by the Charter, the Uniform Land Use Review Procedure, and these by-laws. If the Chairperson or other officers are not available, the Chairperson will appoint a representative.

Sec. 7 – The 1st Vice-Chairperson shall, in the absence of the Chairperson, have all the powers and perform all of the duties of the Chairperson. Upon occurrence of vacancy in the office of Chairperson, the 1st Vice-Chairperson shall have been elected and shall qualify. The 1st Vice-Chairperson shall have such powers and perform such duties as shall assign to him by the Chairperson or the Board.

Sec. 8 – The 2nd Vice-Chairperson shall, in the absence of the Chairperson and the 1st Vice-Chairperson, have all the powers and perform all the duties of the Chairperson. Upon the occurrence of a vacancy in the office of the Chairperson and 1st Vice-Chairperson, the 2nd Vice-Chairperson shall assume that the office of Acting Chairperson or, upon the occurrence of a vacancy in the office of 1st Vice-Chairperson, the 2nd Vice-Chairperson shall assume the office of Acting 1st Vice-Chairperson; in either case he/she shall continue to hold office of Acting Chairperson or Acting 1st Vice-Chairperson until such time as new Chairperson or 1st Vice-Chairperson shall have been elected and shall have qualified. The 2nd Vice-Chairperson shall have such powers and perform such duties as shall be assigned to him/her by the Chairperson or the Board.

Sec. 9 – The Secretary shall, record the minutes of meetings of the Board, and shall maintain the records of the Board, including minutes, reports communications and correspondence. He shall prepare and maintain records showing the attendance of all members at hearings and meetings and shall certify the accuracy and completeness of the record of attendance at each hearing and meeting. In addition, he shall have such powers and perform such duties as shall assign to him by the Chairperson or the Board.

Sec. 10 – The Treasurer shall be the fiscal officer of the Board. He shall be responsible for all financial matters, including the preparation of all financial reports. In addition, he shall have such powers and perform such duties as shall be assigned to him by the Chairperson or the Board.

Sec. 11 – All other officers shall have such powers and perform such duties as may be assigned to them by the Chairperson or the Board.

ARTICLE VI

COMMITTEES

Sec. 1 – The following standing committees shall be established:

- A) Disciplinary
- B) Economic Development
- C) Environment and Parks
- D) Health and Human Services, Aging, and Veterans
- E) Housing and Land-Use
- F) LGBTQI/TGNB
- G) Public Safety
- H) Transportation
- I) Sanitation
- J) Youth and Education

The Board may create such additional standing committees, as it deems necessary or advisable to conduct business.

Sec. 2 – Each standing committee shall consist of an elected committee Chairperson and members as appointed by the Board. Committee Chairpersons shall be members of the Board, but other committee members need not be Board members. No person may serve as Chairperson of more than one standing committee. Committee Chairpersons will be elected through the same process as the Board officers, as described in Article V Section 2. A nominating committee may prepare a ballot of both Board officers and committee Chairpersons in one process.

Sec. 3 – The Chairperson of each standing committee shall preside over committee meetings and at public hearings conducted by the committee and shall file all committee reports with the Board. Each standing committee shall have the power to adopt its own rules and procedures according to the by-laws.

Sec.4 – The Board may, by resolution, establish such special committees, as it shall deem advisable. Any such committee shall have and may exercise such powers as may be granted to it by such resolution. The resolution may also provide for the composition of the committee, the method of appointment of its Chairperson, who shall be a member of the Board, and its members, its purpose, its length of existence, and any other matters concerning its operation. Any committee established by such resolution may at the time be terminated by resolution of the Board.

Sec. 5 – The Chairperson of the Board shall refer each item referred to the Board under the Uniform Land Use Review Procedure to the appropriate standing or special committee. If the committee files a report with the Board, such report shall be submitted at or prior to the meeting at which the Board votes on the item; if the committee does not file a report, the Chairperson of the committee shall notify the Chairperson of the Board: at or prior to such meeting, that no report will be submitted.

Sec. 6 – There shall be an executive committee, which shall have its members the officers of the Board and the Chairperson of each standing committee. The executive committee shall meet at the call of the Chairperson or upon the request of one-third of its members. It may consider such matters, as it deems advisable, and may make recommendations to the Board. The Chairperson shall serve as Chairperson of the executive committee. This committee shall have the power to adopt its own rules of produce.

Sec. 7 – Any committee chair not having attend three consecutive executive meetings or who has not held committee meeting (without valid reasons) or, that is not in compliance by submitting in writing to the Community Board (minutes of meeting) will be replaced. All committee chairs shall serve no more than 2 years.

ARTICLE VII

PUBLIC HEARINGS

Sec. 1 – The Chairperson shall call a public hearing whenever required by the Uniform Land Use Review Procedure. The Board may, by resolution, call additional public hearings on any matter before it for

consideration, or on any matter of concern to its district. Notice of all hearings shall be given in the manner provided for in Article IV, Section 4 of the by-laws. The Chairperson shall preside at all public hearings.

Sec. 2 – 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 his or her name, the name of any organization he/she may represent and whether he favors or opposes the proposition, which is the subject of the hearing. Those opposed to the proposition shall be heard first, and those in favor shall follow. The chairperson shall call only the names of those submitted request for speaking time. Each member of the public shall be entitled to speak for the three (3) minutes. Any written statement or document offered by a speaker shall be placed into the record or minutes of the hearings.

Sec. 3 – Any provision of Section 2 of this Article VII may be modified by the Board at any public hearing, and the Board shall have the power to adopt additional rules regarding the conduct of any such hearing.

ARTICLE VIII

RECORDS AND COMMUNICATIONS

Sec. 1 – Except as provided in the Uniform Land Use Review Procedure, all hearings records minutes, reports, communications and correspondence of the Board shall be kept at the office of the Board, or, if there is no such office, at the office of the Borough President. All such document shall be public records. A copy of the minutes of each hearing and meeting, including the record of attendance, shall be filled with the Borough President.

ARTICLE IX

AMENDMENTS

Sec. 1 – Any member of the Board may propose an amendment to these by-laws. A proposed amendment shall be submitted in writing to the Chairperson who shall present it at the next meeting of the Board, but no vote shall be taken at the meeting. The proposed amendment shall then be placed on the agenda of the following meeting of the Board and shall become an amendment to the by-laws upon its approval by majority of the appointed members of the Board present and voting.

ARTICLE X

ADOPTION

Sec. 1 – These by-laws shall be adopted when approved by majority of the appointed members of the Board at a meeting of the Board; the agenda for which shall have included consideration of the by-laws. They shall take effort upon filling with the City Planning Commission pursuant to section 4.042 of the Uniform Land Use Review Procedure.

ARTICLE XI

PUBLIC RELATIONS

Sec. 1 – No statement, either oral or in writing, shall be issued by any member of the Board to any person not a member of the Board in which the Board member supports to speak on behalf of the Board or any committee thereof unless such statement has previously been approved verbatim by the Board or the committee, or unless the member is reporting an action taken by the Board or a committee at an open meeting. In any report of an action taken, the member shall succinctly state the vote for an against the proposal, if a vote was taken, and note the majority position and minority, if any.

ARTICLE XII

BINDING OPINIONS

Sec.1 – Each member of the Board shall be bound by and act in accordance with any opinion issued by either the Corporation Counsel at the Board of Ethics relating to him, the Board or to all of the Members of the Board.

ARTICLE XIII

LETTERS OF SUPPORT

Sec. 1 – It is recommended that all those, individuals, organizations, institutions, in Community Board #6 boundaries:

- A) Request letter of support in writing and in sufficient time to make presentation at the appropriate committee meeting.
- B) Committee recommendation to full Board at the next general meeting is put into motion, voted on at a meeting.
- C) The Community Board’s Chairperson, District Manager, and Committee Chairs will then sign all letters of support.
- D) Presentations before the Executive Committee will be entertained at the recommendation of a Committee Chair and at the discretion the Board Chairperson.

Amendment of April 1997

Community Board #6's policies and procedures as it relates to request for support for the activities planned for vacant lots:

- A. The Community Board shall not entertain request to support activities planned for vacant lots within its district. The exception to this shall be locally sponsored cleaning and beautification projects and events either sponsored or co-sponsored by the Board itself.
- B. For the purpose of these policies and procedures the word "activities" is understood to include, but not be limited to, such events as rallies, carnivals, and religious ceremonies.
- C. In instances where activities are held on vacant lots within Community Board #6, the Board shall expect the event's sponsors to clean the lot immediately at the conclusion of the activity.
- D. Copies of the Community Board's policies and procedures as they relate to activities held on vacant lots shall be shared with all governmental on such matters. These agencies shall include, but not limited to, the Department of Housing and Preservation, the Department of Citywide Administrative Services, the Department of Consumer Affairs and the 48th Police Precinct.

Amendment of April 28, 1999

- A. Effective immediately, Bronc Community Board #6 has a moratorium on multiple-day street activities, and notwithstanding those activities that have already been recommended for approval for 1999, the Community Board will no longer support not recommend City approval of permit applications for multiple-day activities. The only exception to this policy shall be the two street activities sponsored by Our Lady of Mount Carmel Church (the St. Anthony Feast and the Mt. Carmel Feast), given the church's fifty plus year history of conducting these events in our community.

Amendment of February 2, 2000

- A. In accordance with current Police/City Polices, no street and/or park activity shall extend beyond 10:00 PM on weekdays.
- B. That the sponsoring organization be responsible for cleaning all garbage and debris generated by their activities.
- C. That the sponsoring organizations engage their own security.
- D. Those no multiple-day activities go beyond five (5) days.

Amendment of September 2008

- A. The Community Board shall not recommend approval of any street activity proposed for the following holidays: July 4th, Labor Day, Memorial Day and Halloween.
- B. No more than three (3) activities shall be recommended for approval for any one day.