



**THE CITY OF NEW YORK
BRONX COMMUNITY BOARD 6
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Honorable Vanessa L. Gibson, Bronx Borough President

Honorable Oswald Feliz, New York City Council Member

MS. EVONNE CAPERS
Board Chairperson

MR. RAFAEL MOURE-PUNNETT
District Manager

Disciplinary Committee Meeting Minutes

Tuesday, December 5, 2023

Lamont Parker, Disciplinary Committee Chairperson

The Disciplinary Committee met on December 5, 2023 at the district office and via Zoom Audio and Video Conference and in-person at the district office. The following board members were present: Frank Franz, Laura James, and Lamont Parker.

The Disciplinary Committee discussed the following information:

- **Review and Discussion on the Disciplinary Committee's Rules on Conduct and Attendance Removal Procedures**

The Disciplinary Committee will accept complaints in writing by e-mail, postal mail or hand delivery, to either the Disciplinary Committee or a Board Staff Member. The Disciplinary Committee will accept complaints in writing by e-mail, postal mail or hand delivery, to either the Disciplinary Committee or a Board Staff Member. The Disciplinary Committee shall investigate complaint received as necessary. The Disciplinary Committee will issue a report to the Community Board of their findings and determination on whether the Board Member is in violation of Community Board's policy. The Chairperson of the Disciplinary Committee shall contact the Community Board's office to place any recommendations for removal on a Community Board meeting agenda for a vote.

The Disciplinary Committee is also considering distinguishing between excused versus unexcused absences. They also noted that such distinction is not written into the Community Board's By-Laws. The Disciplinary Committee does not want to remove members for being out sick or dealing with personal emergencies but believes that individuals who do not notify the office in advance should be penalized. The Disciplinary Committee may also place a person on probation for violating attendance rules. The Disciplinary Committee will issue a report to the Community Board notifying the Board Member's probationary period. If the Disciplinary Committee resolves to make a motion for removal, the Disciplinary Committee will issue a letter to the Community Board outlining the violation of attendance policy and present it at a Community Board meeting. The Disciplinary Committee may then present a motion for Board Member's removal at the following Community Board meeting for a vote.

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Community Board of their findings and determination on whether the Board Member is in violation of Community Board's policy. The Chairperson of the Disciplinary Committee shall contact the Community Board's office to place any recommendations for removal on a Community Board meeting agenda for a vote.

A motion to approve the Disciplinary's Committee Rules was made by Mr. Frank Franz, seconded by Mr. Lamont Parker, and was unanimously adopted.

- **Other Item: Discussion on the Leave of Absences**

The Disciplinary Committee will draft a template and instructions for a leave of absence request, which Board Members can use for their requests moving forward to prevent miscommunication. They were also reminded that when someone is on a leave of absence, they still count the number needed for quorum as written in the City Charter. This cannot be amended through the By-Laws because it is a requirement of the City's constitution. Therefore they will be recommending to the Board Chairperson to limit the amount of Board Members that are on leave of absence at a time to prevent the absence of a quorum at Community Board meetings.

- **Other Item: Letter to Board Members Regarding Attendance**

The Disciplinary Committee sent a letter to two Board Members in regards to their attendance at Community Board and Committee meetings. However, the Disciplinary Committee decided to rescind the letter sent to one of the Board Member.

A motion to rescind the letter sent to the Board Member was made by Ms. Laura James, seconded by Mr. Lamont Parker, and was unanimously adopted.