

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

*Adopted Bylaws June 2024*

**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”) including Chapters [27](#), [68](#), [69](#), and [70](#), the Rules of the City of New York [Title 62](#) governing the Uniform Land Use Review Procedure (hereinafter referred to as “ULURP”) and New York State Open Meeting Law. The Board shall operate subject to any applicable city, state or federal law.

**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 II**

**MEMBERSHIP RESPONSIBILITIES**

**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. Members may not serve more than four consecutive terms.

**Sec. 3** - 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. Board members making statements on behalf of the Board require prior approval, in public or private.

**RESIGNATION**

**Sec. 4** – An appointed member may resign at any time by submitting his resignation in writing to the Board’s office. Such resignation shall take effect at the time specified therein, or, if no time specified, upon receipt by the Board’s office.

### **REMOVAL**

**Sec. 5** – An appointed member may be removed for cause by the Borough President or City Council. Cause shall include:

- Three consecutive absences from board meetings
- Absence from more than one-half of the board meetings in a period of any one annual meeting cycle
- Three consecutive absences from committee meetings
- Absence from more than one-half of the committee meetings in a period of any one annual meeting cycle
- Failure to sign up for a committee within 60 days of appointment to the Board
- Misrepresenting the Board
- Violating the Borough President’s Code of Conduct

**Sec. 6** – Board members may make complaints in writing to the Disciplinary Committee regarding violations of the Code of Conduct, bylaws, and law by board members.

**Sec. 7** - The Board shall remove a member following the recommendation of the Disciplinary Committee, as per the committee rules. A recommendation for removal from the Disciplinary committee will then be subject to a full board vote. The board’s office will then forward this board recommendation for removal to the Borough President and City Council (if member is a Council appointee).

### **LEAVE OF ABSENCE**

**Sec. 8** – 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 a member cannot return after leave is taken, the Board recommends resignation and applying for membership in the future.

## **ARTICLE III**

### **HEARINGS AND MEETINGS**

**Sec. 1** – The Board shall hold board meetings each month from September to June. The board may hold a public hearing when necessary to address issues.

A special 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. The Board shall adopt a schedule of Board and Committee meetings in September of each year for the remainder of the fiscal year. This will allow members to propose and adopt changes to the calendar in advance.

The Board shall hold committee meetings each month from September to June. Special committee meetings will be held as needed, with permission from the committee chair. Special meetings may be called in July or August. All committees must meet each month unless a committee meeting is canceled by the committee chair or Board chair.

**Sec. 2** – The time, date and place of all hearings and meetings shall be determined by the Chairperson or their designated representative.

**Sec. 3**– Written notice of each hearing or meeting, setting forth its time, place, and subject, shall be distributed via email not less than ten calendar days prior to the date of the hearing or meeting. Meeting agendas may be distributed closer to the meeting date as committees make motions.

**Sec. 4** – If the Chairperson calls a special meeting on less than 10 days’ notice, the Board shall notify the public as soon as possible. Each member of the Board shall be notified in writing and by telephone (call and text message). Only the matter specified in the notice of the special meeting may be acted upon.

**Sec. 5** – Each notice of a 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. Such a written request shall be filed with the District Manager by mail, email or in person and shall be deemed to have been submitted on receipt by them.

**Sec. 6** – The presence of a majority of the appointed members of the Board shall constitute a quorum. No member may be present by proxy. Each appointed member present at a meeting shall be entitled to one vote. All questions shall be decided by a majority of the appointed members present and voting.

**Sec. 7** – 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 “Robert’s 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. 8** – 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. 9** – 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.

#### **ARTICLE IV**

## **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 III 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 a request shall set forth his or her name, the name of any organization he/she may represent and whether they favors or opposes the proposition, which is the subject of the hearing. The Chairperson shall call individuals to speak in a hearing in the order they sign up. The chairperson shall call only the names of those who have submitted requests 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.

## **ARTICLE V**

### **RECORDS AND COMMUNICATIONS**

**Sec. 1** – Except as provided in the Uniform Land Use Review Procedure, all minutes, reports, communications and correspondence of the Board shall be adopted by the board at the following board meeting and published on the board’s website. Digital copies of all records will be accessible from the Community Board’s office. All such documents shall be public records.

## **ARTICLE VI**

### **ELECTIONS**

**Sec. 1** - The Board Chairperson shall appoint a nominating committee of not less than three not more than five members. Upon formation of a nominating committee, board staff will contact members requesting names for nominations. Members must be in good standing in order to be eligible to be placed on the ballot. Good standing is defined as not currently in violation of Board attendance rules and not subject to a Disciplinary Committee action within the past fiscal year.

**Sec. 2** - The nominating committee will then meet to review the names submitted, discuss potential candidates, and plan outreach to potential candidates. Board staff or committee members may then contact candidates. The nominating committee will submit a ballot to board members in advance of the next general board meeting with names for the open offices.

**Sec. 3** - The nominating committee chair will present a report at the board meeting along with other committee chairs.

**Sec. 4** - If a quorum of members is present, elections can begin. The nominating committee will present the ballot to members.

**Sec. 5** - The nominating committee chair or Board chair will then request nominations from the floor. Members may nominate themselves or other board members in good standing during this period. The nominating committee chair will then close the nomination period.

**Sec. 6** - Board members will fill in their ballots and return them to nominating committee members.

**Sec. 7** - Nominating committee members will then count votes in the same room as the election, and the committee chair will then announce winners. If no candidate has received a majority of votes from members present, the top two candidates will enter a run-off election.

**Sec. 8** - Run off elections will be conducted per steps 8 & 9.

## **ARTICLE VII**

### **OFFICERS**

**Sec. 1** – The officers of the Board shall be a Chairperson, a 1<sup>st</sup> Vice-Chairperson, a 2<sup>nd</sup> Vice-Chairperson, a Secretary, a Treasurer, and Parliamentarian. Each officer shall be an appointed member of the Board. 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 2 years, commencing the first day of July.

**Sec. 2** – Upon death, resignation, removal, or end of term 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 Article VI, except no nominating committee shall be appointed and all candidates (in good standing) shall be nominated from the floor in cases of an officer's death, resignation or removal. 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. 3** – An officer may be removed from their post for grounds laid out in Article II Section 4. Members may refer to the Disciplinary committee rules to better understand removal investigations and procedures.

### **DUTIES OF OFFICERS**

**Sec. 4** – The chairperson or designated shall preside at all hearings and meetings, serve as the authorized signatory on all communications from the board voted on by board members, be a member of the District Service Cabinet and the Borough Board, appoint all committees, be an ex-officio member of all standing and special committees and exercise all those powers granted to them 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. 5** – The 1<sup>st</sup> 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 1<sup>st</sup> Vice-Chairperson shall have been elected and shall qualify. The 1<sup>st</sup> Vice-Chairperson shall have such powers and perform such duties as shall be assigned to them by the Chairperson or the Board.

**Sec. 6** – The 2<sup>nd</sup> Vice-Chairperson shall, in the absence of the Chairperson and the 1<sup>st</sup> 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 1<sup>st</sup> Vice-Chairperson, the 2<sup>nd</sup> Vice-Chairperson shall assume that the office of Acting Chairperson or, upon the occurrence of a vacancy in the office of 1<sup>st</sup> Vice-Chairperson, the 2<sup>nd</sup> Vice-Chairperson shall assume the office of Acting 1<sup>st</sup> Vice-Chairperson; in either case he/she shall continue to hold office of Acting Chairperson or Acting 1<sup>st</sup> Vice-Chairperson until such time as new Chairperson or 1<sup>st</sup> Vice-Chairperson shall have been elected and shall have qualified. The 2<sup>nd</sup> Vice-Chairperson shall have such powers and perform such duties as shall be assigned to them by the Chairperson or the Board. Upon the inability of the Chairperson, 1<sup>st</sup> Vice Chairperson and 2<sup>nd</sup> Vice Chairperson to serve in their roles, the Board shall conduct a special election following the process laid out in Article VI.

**Sec. 7** – 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. They 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, they shall have such powers and perform such duties as shall be assigned to them by the Chairperson of the Board.

**Sec. 8** – The Treasurer shall be the fiscal officer of the Board. They shall be responsible for all financial matters, including the preparation of all financial reports. In addition, they shall have such powers and perform such duties as shall be assigned to them by the Chairperson or the Board.

**Sec. 9** - The Parliamentarian shall maintain order and discipline at Board meetings, ensure that the agenda is followed in a reasonable manner, time speakers during public session and elected official reports, and ensure that speakers have been recognized by the Chairperson.

**Sec. 10** – All other officers shall have such powers and perform such duties as may be assigned to them by the Chairperson or the Board.

## ARTICLE VIII

### COMMITTEES

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

- A) Disciplinary
- B) Economic Development
- C) Executive
- D) Environment, Parks and Sanitation
- E) Health and Human Services, Aging, Veterans, and LGBTQI
- F) Housing and Land-Use
- G) Public Safety & Licensing
- H) Transportation

I) Youth and Education

The Board may create 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’s Chair. Committee Chairpersons shall be members of the Board, but other committee members need not be Board members. Only board members of a committee assigned by the Chairperson may vote on that committee. Non-committee members may not vote on committees. 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 VI Section 1.

**Sec. 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. Each standing committee shall have the power to adopt its own rules and procedures according to the by-laws. Committee chairs shall review and approve committee minutes in advance of board meetings.

**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** – There shall be an executive committee, comprised of officers of the Board (Chair, Vice Chair, 2nd Vice Chair, Secretary, Treasurer, and Parliamentarian). The executive committee shall meet as needed and may not meet every month. 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 procedure. The executive committee is authorized to act in continuance of the board’s priorities as determined by vote of the executive committee.

**Sec. 6** – Any committee chair who has not held committee meetings (without valid reasons) will be replaced. Standing committee chairpersonship shall be subject to election every 2 years. No member shall become Chairperson for a committee on the first year of appointment. All committee Chairperson’s are to work and advise the District Manager of all activities planned and work in conjunction.

**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**

### **BINDING OPINIONS**

**Sec.1** – Each member of the Board shall be bound by and act in accordance with motions of the Board, appointing officials, and any applicable laws governing community boards.



## **ADDENDUM I**

### **Bronx Community Board 6 Board and Office Protocol**

#### **Hiring**

In the event of a vacancy for the Board's District Manager, the Board's chair shall form a hiring committee. The committee will then meet to draft and approve a job description, to be submitted to the Bronx Borough President's office for public dissemination. The committee will then review applications and interview candidates. The committee will then make an offer to a candidate following a committee vote. The committee shall provide reports to the full board for each month it is in operation. When the committee completes the interview process, they shall present a finalist candidate to the full board for a vote. The candidate will be asked to attend the full board meeting, so that the board may meet the candidate. If the board does not approve the final candidate, the committee shall present a new candidate at the following board meeting for review.

All other hirings for office staff will be made by the District Manager, with final approval of a candidate, hours, and pay by the full board. The District Manager will present a job description for any position they wish to hire for to the Executive Committee.

#### **Performance Reviews & Management**

The Executive committee shall conduct an annual performance review for the District Manager in June. The committee will review performance review summaries provided for all staff by the District Manager. The Executive Committee and Board shall only make determinations on salary increases for non-union staff. Motions for salary increases shall be made by the Executive Committee to the full board for approval based on performance reviews.

#### **Accessibility & Reasonable Accommodation**

Bronx Community Board 6 shall only hold in-person meetings in spaces that are compliant with the Americans with Disabilities Act. As per New York State Open Meeting Law, members may request reasonable accommodation if they are disabled and need authorization to attend meetings virtually (without submitting a new request each month). Members shall request authorization to attend virtual meetings in advance with the District Manager.

#### **Letters of Support**

Any organization seeking a letter of support shall present to the relevant committee or Executive committee of the Board, which will make a recommendation to the full Board. For time sensitive letters, the Board may also approve a letter at a board meeting contingent on later approval at the committee meeting.

**Protocol & Committee Rules**

Each Board committee shall adopt rules to guide their operations. Committee rules and office protocol will be shared with the full board. Protocols affecting the entire board shall be subject to a board vote. The Board's chair will determine committee jurisdiction over issues.

**Cancellation of Board Meetings**

In the event of the board needing to cancel a board meeting due to unforeseen circumstances, the board's office will notify members via email, call, and text. The board will then schedule a new meeting following Article 3 Section 4 on special meetings.

**ADDENDUM II**  
**Bronx Community Board 6**  
**Disciplinary Committee Rules**

**Disciplinary Complaints**

Bronx Community Board #6's Disciplinary Committee shall process complaints regarding Board Member conduct, providing the complainant and subject of complaint with due process.

1. 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 complaints must outline specific behavior and dates of such behavior.
  - A. The Disciplinary Committee also has the right to file a complaints against a Board Members, based on a committee vote. The Disciplinary Committee must then issue the complaint in writing by e-mail, postal mail or hand delivery to a Board Staff Member. The complaints must outline specific behavior and dates of such behavior.
2. The Disciplinary Committee shall investigate complaint received as necessary. This may include speaking to the Board Member who filed the complaint, the Board Member who the complaint was filed against, and/or the Board Staff.
3. After the investigation is completed, the Disciplinary Committee will review the complaint at their next scheduled committee meeting.
4. 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.
5. 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.
6. If the Disciplinary Committee finds an incident violates the Community Board's ability to conduct business in accordance with its rules, the Disciplinary Committee may begin a three-month probationary period where Committee Members may vote to find the subject in further violation without an additional complaint from a Board Member.
7. If a complaint is filed against a Disciplinary Committee Member, the Committee Member will recuse themselves. The Disciplinary Committee Member will then request a new temporary Board Member in good standing from the Board's Chairperson.

**Attendance Policy Enforcement**

Bronx Community Board #6's Disciplinary Committee shall be responsible for enforcing the Community Board's attendance policy, as per Community Board's By-Laws.

1. The Disciplinary Committee will review Board Members who are out of compliance with the Community Board's attendance policy.
2. The Disciplinary Committee shall investigate violations of attendance policy as necessary. The Disciplinary Committee shall consider excused absences when advance notice of absences has been provided to the Community Board's office when reviewing attendance records.
3. If the Disciplinary Committee finds that a Board Member has violated the Community Board's attendance policy, the Disciplinary Committee may begin a three-month probationary period where they may vote to find the subject in additional violation for any further unexcused absences. The Disciplinary Committee will issue a report to the Community Board notifying the Board Member's probationary period.
4. 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.