



**THE CITY OF NEW YORK  
BRONX COMMUNITY BOARD 6**

**1932 Arthur Avenue, Room 403-A, Bronx, NY 10457**

*Honorable Vanessa L. Gibson, Bronx Borough President*

*Honorable Oswald Feliz, New York City Council Member, 15<sup>th</sup> District*

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**MS. EVONNE CAPERS**  
Board Chairperson

**MR. RAFAEL MOURE-PUNNETT**  
District Manager

**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 committees 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 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.