

Community Board Procedures Manual

Section for Committee Chairpersons Bronx Community Board 8



The purpose of this Procedures Manual is to document and consolidate important operating procedures for the Community Board in a concise format and to make this information available to the public. This Section for Committee Chairpersons should be particularly useful as a reference for current and future CB8 Committee Chairpersons, other appointed board members and our office staff.

Keep in mind that our Bylaws is the governing instrument of Bronx Community Board 8, subject only to the provisions of applicable law. Also refer to our Ethical Guidance Manual.

Additional sections to the Community Board Procedures Manual will be added as needed and/or completed and following review by the Executive Committee.

Please address any questions regarding the content of this manual to the CB8 Officers by email c/o bx08@cb.nyc.gov

Bronx Community Board 8 Procedures Manual

Section for Committee Chairpersons

Topics List

Core Procedures

1. Agendas & Meetings
2. Flyers for Community Outreach
3. Committee Meeting Minutes
4. Resolutions – Committee & Board
5. Agency Budget Requests – Capital & Expense

Operating Budget & Procurement Guide

1. Operating Budget & Procurement

As of June 2020

Committee Agendas & Meetings

Chairpersons' Checklist*

Bronx Community Board 8

1. Prepare meeting notice / agenda and send to board office

- Include committee name, meeting date, location and start time on top
 - Highlight any change from regular date and time
 - If separate accessible entrance, note location
- List agenda items – Add details for special topics and community issues
 - Include approval of prior meeting's minutes as agenda item
- Coordinate meeting venue with office to mitigate overuse of host sites
 - Try to hold meetings near issue on agenda and throughout the district
- Post CB8 flyer near site of any major agenda issue to inform neighbors

2. Refer to equipment borrowing guidelines if items are needed for meetings

- Committee chair or appointed member is responsible for transporting equipment and signing it in/out

3. Conduct meetings

- Refer to guidelines regarding parliamentary process, quorums, votes, public hearings: <https://www1.nyc.gov/site/bronxcb8/about/member-resources.page>
- Confirm that all members signed in. Guest sign-in is beneficial but optional
- Conduct meeting with or without a quorum of members. If no quorum, the committee cannot vote
- Manage meeting duration to be respectful of hosting venue and participants
 - Set time limits for agenda items and individual speakers as necessary

4. Submit meeting documentation to board office promptly

- Meeting Notice / Agenda – due at least 10 days prior to the meeting
- Sign-in sheet – promptly following the meeting (original or photocopy - followed by the original)
- Minutes – within 10 days following the meeting (see Minutes checklist)
- Resolutions – before next Executive Committee meeting

5. General Information

- Standing committees are pre-scheduled to meet monthly, 10 times/year
- To reschedule a meeting that falls on a holiday, cancelled due to weather or for other reasons, coordinate a new date with the board office and committee members. Cancel the month's meeting if there is no substantive or time-sensitive issue on the agenda
- Repeated member absences and cancelled meetings hinder the Board's work

****In Committee Chair's absence, Committee Vice Chair fulfills Chair's responsibilities, including but not limited to representing the committee at Community Board and Executive committee meetings***

May/December 2019

Flyers for Community Outreach

Bronx Community Board 8

Purpose:

To notify residents that an upcoming committee meeting of Bronx Community Board 8 contains an agenda item that may have a material impact on a specific location.

Process:

1. The committee chair drafts a brief summary of the issue, including the specific location, and sends to the board office along with or prior to sending the meeting agenda. Flyers, like meeting notifications, should provide residents with at least ten (10) days' notice.
2. The Board Office will prepare a draft flyer using the approved template, including Spanish translation and a map, as necessary. The Office sends the draft by email to the chair in PDF. The chair communicates any necessary corrections.
3. The Board Office will prepare and laminate the requested and necessary number of flyers. Any alterations to the flyer will be made by the community board office, e.g., in case of a meeting time or venue change.
4. The committee chair or designated committee member(s) will pick up the flyers and post them near the impacted site following NYC guidelines.
5. The committee chair or designated committee member(s) will remove the flyers the day after the meeting.

December 2019

Committee Meeting Minutes Chairpersons' Checklist*

Bronx Community Board 8

1. Chair or committee member delegated by Chair takes minutes at meeting and prepares minutes for distribution. Include:

- Meeting date, location, start & end times
- Member attendance and absences; Representatives
- Prior meeting's minutes approval & votes (list names), or if deferred
- Resolutions & votes (list names)
- Business discussions and actions
- Minutes "Prepared by" and "Submitted by [Chair]" names
- "Pending Approval" notation

2. Committee Chair or delegate sends sign-in sheet to board office promptly following each meeting - *Sign-in is optional for community guests*

3. Committee Chair sends draft minutes to Board Office by email attachment within 10 days of meeting - *Chair is responsible for producing and editing minutes*

4. Office distributes draft minutes and instructs DoITT to post on website¹

- **Committee Chair follows up** with Office if not distributed prior to Board meeting and/or not posted within 5 work days

5. Committee Chair notifies Office by email of approved minutes

- Send revised minutes if approved-as-amended, or
- Send minutes, deleting "Pending Approval" notation -or- ask office staff to delete notation
- Board Office instructs DoITT to replace draft with approved minutes
- Committee Chair follows up with Office if final minutes are not posted on website within 10 work days

***In Committee Chair's absence, Committee Vice Chair fulfills Chair's responsibilities**

Publish Minutes Promptly

*Inform Community * Right to Know * It's the Law*

April 2019

¹ The responsibility for posting minutes will shift from DoITT to office staff (change in process)
Bronx Community Board 8 – Procedures Manual – June 2020

Committee & Board Resolutions

Bronx Community Board 8

1. Assess the need for and readiness of a resolution:

- Does the resolution clearly articulate the purpose of the resolution, the evidence or supporting facts and the requested action?
- Does the requested action require a board vote? Could the purpose be achieved through other means, e.g., a letter from CB8 to an agency or elected official, or a discussion?
- Is additional preparatory work needed for the resolution to be effective?
- Has there been ample community outreach and local feedback?
- Did the committee explore and weigh possible unintended consequences of the requested action or opinion?

2. Format the resolution for clarity and identify the group of persons (i.e., entity) who will vote on the resolution at the upcoming meeting:

- Include a headline Title of the resolution stating the voting entity and action it seeks.
- Whereas clauses state the purpose of the resolution and supporting evidence.
- Therefore Be It Resolved clause restates the voting entity's requested action.
- The voting entity at committee meetings is the Committee. The voting entity at board meetings is Bronx Community Board No.8.
- When presenting a resolution for Board vote, change the entity stated in the Therefore Be It Resolved action clause and Title from the Committee's name to Bronx Community Board 8.
- Include a record of committee votes on each resolution.

3. Benefit from the important role of the Executive Committee:

- Fellow chairs, officers and district manager may offer further insight and suggestions, e.g., the issue's history, assessment and/or format.
- Although no vote is taken, the presenting committee's chair may gain awareness of differing views.
- Minutes from Executive Committee provides notice of an upcoming vote on a resolution to board members and the public.

Note:

- Send all resolutions to the board office at least one day in advance of Executive Committee meetings and Board meetings.
- Voting to add a committee's resolution to the agenda at a Board meeting without presentation to the Executive committee is limited to urgent, time-sensitive and unforeseen situations.

December 2019

Capital & Expense Agency-Allocation Budget Cycle

Bronx Community Board 8

Introduction

The Capital & Expense Agency Allocation Budget process is an important way that Bronx Community Board 8 (CB8) serves the people of our district. The process includes (1) **assessing** the needs of the district, (2) **prioritizing** these needs, and (3) **advocating** for the necessary funding, both capital (generally longer term and greater than \$30,000) and expense items and services expenditures.

The Budget Chair guides the other committees' chairpersons and members through the process, represents CB8 in budget allocation meetings with city agencies and leads community budget hearings. The CB8 District Manager and Budget Chair document our assessments and prioritized needs by preparing a Statement of Community District Needs.

Budge Cycle Time Period

New York City's fiscal year (FY) runs from July 1st through June 30th. In the current fiscal year (i.e., now -FY+0), the city is spending funds as allocated to city agencies in the prior year. During the current year, the city confirms the city's budget and CBs comment on funding allocations for the upcoming fiscal year (FY+1). Also during the current year, CBs plan and prepare their prioritized funding requests for the following "planning" fiscal year (FY+2). As illustrated below, the majority of CB8's capital and expense actions during the current year focus on planning two fiscal years ahead.

FY=0	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY+1								H				
FY+2	BPM	SDN	AM	H								

H=Public Hearing / BPM=Borough Planning Meetings / SDN=Statement of Community District Needs/ AM=Agency Meetings

Over the summer and early fall, consultations with city agency leadership help to refine CB8's budget requests. Refer to the attached calendar template for a more detailed illustration of the budget schedule.

Needs Assessment

An assessment of conditions and needs in the district form the basis of CB8's budget requests. Assessing conditions and needs is an ongoing process and includes an inventory of conditions, demographic information, existing resources and programs, community complaints as well as the representative knowledge of board members. The budget planning process is an opportunity to validate and update the district's needs with all stakeholders and to prioritize those needs across functions in order to advocate for funding where it is most needed in our communities.

April 2019

Capital & Expense Agency-Allocation Budget Cycle Calendar Template

Bronx Community Board 8

For Illustration Only
Schedule Subject to Change

CALENDAR YEAR	Upcoming Fiscal Year – (FY+1) (shaded rows) Planning Fiscal Year (FY+2)
Jan 31	Mayor's Budget/Agency responses to CB FY+1 submission; CB Committee comments/responses sent to CB office/Budget Chair
Jan	Committees include new FY+2 budgets as new topic to monthly agenda; encourage members to bring budget ideas to February Committee meetings
Feb (week 1) Feb (week 2) Feb 15	- CB8 Exec Committee generates summary response reflecting committee responses; publishes to community - CB8 Budget Hearing to solicit community input to Executive Comm. (immediately preceding Feb Board meeting) - CB8 sends the resulting CB8 response letter to NYC Office of Management & Budget (OMB)
February	Committees solicit/discuss FY+2 ideas
March	Committees develop a preliminary list of capital budget and expense budget priorities
April Apr 31	- Committees finalize list of capital and expense budget priorities - Chairs forward their list of priorities to CB8 office and Budget Chair
May (week 1) May (week 2)	- Budget Chair develops preliminary prioritization of CB8 capital and expense budget lists from submitted committee lists; distributes to chairs to discuss at May CB8 Exec meeting - Budget Chair presents Exec-reviewed budget priorities at board meeting
June	Exec/CB8 approve draft budget priorities list at June board meeting
July	Borough CBs planning meeting attended by DM, Budget Chair and (optional) CB8 Chair
August	District Manager and Budget Chair prepare Statement of Community District Needs
September	NYC agencies meeting with Bronx community boards' leadership, including DMs, Budget Chairs and (optional) CB Chairs
Oct (week 1) Oct (week 2) Oct 31	- Discuss CB8 FY+2 final Capital and Expense Budget priorities at Exec for presentation at public hearing immediately preceding Oct Board meeting - Approve priorities at board meeting following public hearing - Submit to Borough President's office

April 2019

Operating Budget & Procurement Guide

Bronx Community Board 8

This is a process guide for all purchases made at the Community Board Office using the Board's operating budget. This process guide is specific to Community Board 8 and is an addition to New York City's procurement guidelines.

Timeline

September	Board Reviews Operating Budget for Previous Fiscal Year (FY)
May	Board Approves Operating Budget for Upcoming FY
<i>Monthly</i>	Board Reviews Treasurer's Report (Budget v. Actual)
<i>Adhoc</i>	Board Approves Budget Modifications

Procurement Process

According to NYC Comptroller's Office, all purchases below \$5,000 are considered below the 'micro-purchase' threshold and are subject to simplified procurement processes to allow for ease and efficiency within New York City Agencies. To both ensure board oversight and assist in the daily operations of the Community Board Office, Bronx CB8 sets this guide with a threshold of \$1,000 for simplified purchases.

Regardless of the dollar amount, all purchases must be made to an official New York City vendor.

Purchases under \$1,000

For purchases under \$1,000 in which there is funding for that object code already allocated in the current fiscal year Operating Budget:

- Requestor sends the District Manager (DM) and the Treasurer an email stating: the item to purchase, approximate amount, vendor, and reason for purchase.
 - DM approves the purchase.
 - In the event the Requestor is the DM, the email is sent to the Treasurer with the Board Chair in copy.
- Requestor (or DM) prints email and saves in procurement folder for Current FY
- The Board Office then purchases the item.
- Once the Board Office receives an invoice, the office completes the Approval Process Sheet, enters the details into FMS and the additional approvers review and document the purchase.

Purchases between \$1,001 - \$5,000 + all service contracts

For purchases under \$5,000 in which there is funding for that object code already allocated in the current fiscal year Operating Budget:

- Requester sends District Manager, the Chair of the Board and the Treasurer of the Board an email stating: the item to purchase, approximate amount, vendor, and reason for purchase.
 - To the extent possible, the requester should also demonstrate that the price quoted is the market rate for this item with two other comparable quotes.
- The requester forwards the information to the DM and the funds are encumbered for the purchase right away.
- The Chair of the Board and the Treasurer review the operating budget and the request.
 - If there are not sufficient funds in the object code requested, this triggers a budget modification.
 - If the purchase is in line with the operating budget already approved for the year, the two officers approve the purchase.
- Once it is confirmed that there are sufficient funds in that line item, all other steps follow the guide for purchases under \$1,000.

Purchases between \$5,001 - \$20,000

For purchases under \$20,000 in which there is funding for that object code already allocated in the current fiscal year Operating Budget:

- Requester sends District Manager, the Chair of the Board and the Treasurer of the Board an email stating: the item to purchase, approximate amount, vendor, and reason for purchase.
 - The requester must also demonstrate that the price for the item is competitive. At least two other vendors with similar or higher prices should be shown with the request.

All other steps follow the guide for purchases under \$5,000.

<add \$10K note about special funding>

Operating Budget Report & Process

Each month, the Treasurer submits a report to the Community Board detailing the expenses incurred in the fiscal year up until that date. This report details all appropriations applicable to the operating of the Community Board, to include both Personal Services (PS) and Other Than Personal Services (OTPS). The OTPS Budget is normally capped at \$50,000 each year unless additional special funding has been allocated by the City.

Throughout the year, adjustments to the operating budget of the board may be necessary, called budget modifications. In order to insure ease and efficiency with the Community Board office, the following guidelines are in place for all budget modifications.

For modifications under \$1,000 within OTPS.

For modifications to the OTPS operating budget that are less than \$1,000 and stay within the same appropriation but only modify the object code, the modification is sent in writing to the Office of Management and Budget (OMB) by the District Manager after the Treasurer has approved the change.

The updated budget is reflected in the monthly Treasurer's Report.

For modifications from PS or above \$1,000

For any modification that will change the appropriation code of the funding (from PS to OTPS) or any modification greater than \$1,000, a written report detailing the modification will be sent to the Board for approval. After approval, the District Manager will submit the modification in writing to the Office of Management and Budget.

The updated budget is reflected in the monthly Treasurer's Report.

Role of the Treasurer

Per the New York City Charter, the Treasurer of the Community Board is the Chief Financial Officer of the Board. The Treasurer shall monitor board finances, maintain the Board's financial records and oversee budget modifications and expenditures. The Treasurer shall submit a written report to the Board each month.

When the Board returns from summer recess in September, the Treasurer reports on the final expenses incurred in the previous fiscal year. Each April, the Treasurer works with the District Manager to present a draft budget for the following fiscal year for approval by the Board in May.

April 2019