



BROOKLYN COMMUNITY BOARD 14

FLATBUSH–MIDWOOD COMMUNITY DISTRICT

810 East 16 Street
Brooklyn, New York 11230

ERIC ADAMS
Borough President

JO ANN BROWN
Chairperson

SHAWN CAMPBELL
District Manager

Constitution and By-Laws of Brooklyn Community Board 14 Amended – December 2021

I. NAME

The name of this organization shall be Brooklyn Community Board 14, hereinafter referred to as the “Board.”

II. PURPOSES

The purposes of the Board shall be to:

- A. Consider the needs of Brooklyn Community District 14 (the “District”) and develop plans for the District’s welfare and orderly development;
- B. Advise the Borough President, City Planning Commission, local elected officials, City departments or agencies, and community organizations active in the District with respect to any matter relating to the welfare of the District and its residents;
- C. Assist City departments and agencies in making contact with and transmitting information to the people of the District;
- D. Keep the public informed on matters relating to the welfare and development of the District;
and
- E. Such other purposes as set forth in New York City Charter Section 2800(d) or in New York State Law.

III. MEMBERSHIP

A. Pursuant to Section 2800 of the City Charter, Board members are appointed by the Borough President. Membership shall consist of not more than fifty persons who have a residence or a business, professional, or other significant interest in the District, half of whom are nominated by their respective City Council Member who represents constituents within the District. City Council Members from any area which overlaps with the District shall serve as *ex officio* non-voting members of the Board. The Board supports the City Charter's mandate that the Borough President seek out persons with diverse backgrounds to promote diversity and inclusion.

B. Terms and Renewal

1. Consistent with Section 2800 of the City Charter, members of the Board appointed by the Borough President shall serve for staggered terms of two years, with one-half of the Board membership being renewed each year. Term limits apply as specified in the terms of the City Charter.

2. An appointed Board member may be removed from the Board for cause, which shall include substantial nonattendance at Board or committee meetings over a period of six months, by the Borough President or by a majority vote of the Board, following a recommendation for removal by the Executive Committee.

3. The Chairperson shall send a letter to any appointed Board member after that member has been absent without valid excuse from two consecutive Board meetings or their assigned Topical Committee meetings after that member has been absent without valid excuse from four Board meetings during the September-through-June Board session.

4. In addition to absences as set forth above, cause for removal shall also be for violation by a member of the provisions of Sections D or E of this subdivision.

C. Board members shall serve without compensation.

D. All Board members shall serve on the Board in their capacity as private individuals only. Their actions shall not be instructed by, or be responsible to, any other organization. Any Board member participating in the Board's consideration of a matter involving self-serving or conflict of interest shall identify such interests and shall declare they are not eligible to vote on such matters.

E. Any appointed Board member making a public statement (including on social media) shall not claim to represent the Board's position unless designated to do so by the Chairperson or the Executive Committee.

IV.OFFICERS

A. The Officers of the Board shall be as follows: Chairperson, three Vice-Chairpersons (First, Second and Third), Secretary, and two Members-at-Large.

1. Terms

Each elected Officer shall serve for the chronological year with the term beginning at the time of election and until the election of a successor or re-election in the next year.

2. Rotation of Chairperson

To provide the greatest opportunity of service for each member of the Board, no Board member shall serve as Chairperson for more than two consecutive terms. However, Board members may vote to authorize additional terms for a Chairperson who is eligible for re-election.

3. Duties of Chairperson

- a) To perform all duties as prescribed in the City Charter and any other duties prescribed under law;
- b) To attend any meetings required by the Mayor and/or the Borough President pursuant to the City Charter or to designate representative(s) to attend;
- c) To open Board meetings and call members to order;
- d) To announce the business before the Board according to the agenda;
- e) To provide the Chairperson's report at each Board meeting;
- f) To state and put to a vote all questions or resolutions which are to be moved or which necessarily arise in the course of the Board's business, and announce the result of the vote;
- g) To interpret and enforce Robert's Rules of Order except as otherwise provided herein;
- h) To represent and stand for the Board and perform all necessary actions according to the decisions duly made by the Board, including communicating with government agencies;
- i) To authenticate all acts, orders, and proceedings of the Board, including the countersigning of correspondence sent from the Board;

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- j) To be the sole spokesperson for the Board in relation to the news media, government agencies, and the public at-large, unless the Chairperson specifically delegates such authority to another member;
- k) To appoint, consult with, suspend, or remove chairs of all Committees as may be from time-to-time deemed necessary for the best performance of the Board's functions; and
- l) To serve as an *ex officio* member of each Committee, except for the Nominating Committee.

4. Duties of the Vice-Chairpersons

- a) The First Vice-Chairperson shall preside at Board meetings when the Chairperson is absent. In the absence of the Chairperson and First Vice-Chairperson, the Second Vice-Chairperson shall preside and in the absence of the Chairperson and First and Second Vice-Chairpersons, the Third Vice-Chairperson shall preside.
- b) The Vice-Chairpersons shall assist the Chairperson when necessary and required. They shall perform such duties as assigned by the Chairperson.
- c) If the Chairperson can no longer serve or becomes unable to serve as Chairperson prior to the expiration of their term, then the First Vice-Chairperson shall succeed the Chairperson for the balance of the term of office.
- d) The Vice-Chairpersons shall serve as *ex officio* members of each Committee, except for the Nominating Committee.

5. Duties of the Secretary

- a) The Secretary shall keep a record of the attendance at Board meetings.

If the Chairperson and all Vice-Chairpersons are absent from a Board meeting, then the Secretary shall assume the duties of Chairperson for the meeting.

V. ELECTION OF OFFICERS AND MEMBERS-AT-LARGE

A. At the Board's regular meeting in the month of January, the Chairperson shall appoint a Nominating Committee consisting of five members. There shall be at least one Board member from each region (defined below). The Nominating Committee shall elect its own chair. The Nominating Committee shall meet as often as is necessary thereafter in order to report to the Board at its February meeting one candidate for each of the offices of Chairperson, three Vice-Chairpersons (First Vice-Chairperson, Second Vice-Chairperson, Third Vice-Chairperson), Secretary, and two Members-at-Large. Members of the Board may

offer additional nominations from the floor at the February meeting. In order to be eligible for election, all nominees must have served on the Board at least since the preceding calendar year and be eligible to serve on the Board the following year.

B. All nominees shall be made known to each Board member by written notice prior to the March meeting.

1. No further nominations from the floor may be made at the March meeting unless one or more of the offices are vacant.
2. If after the February meeting but prior to the March meeting, any nominee proposed by the Nominating Committee declines to serve or is otherwise ineligible to serve in the designated office, the Nominating Committee shall propose another nominee for the stated office and shall make its report at the March meeting. At that time, there can also be nominations from the floor for that vacancy. An election to fill this vacancy shall be held at a duly constituted and duly notified meeting of the Board.

C. At the March meeting, there shall be an election held for each of the offices of Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Third Vice-Chairperson, Secretary, and two Members-at-Large. The eligible Board member receiving the highest number of votes for each office shall be deemed elected.

D. If, after the election, a vacancy arises in any office except that of Chairperson, then such office shall be filled by a majority vote of the Executive Committee.

E. Voting for each office shall be by individual ballots. A record of each Board member's vote shall be maintained by the Board as mandated by law.

VI. COMMITTEES

A. The Executive Committee shall include all of the Officers of the Board.

B. In emergency situations, the Chairperson may call the Executive Committee to act on behalf of the Board if not contrary to any previously stated position of the Board and provided that any such action shall be ratified by the Board membership at the next regular meeting. If not so ratified, there shall be no further implementation of the action after such meeting, and steps must be taken to withdraw such action, where possible. The Budget Committee shall consist of the Officers and the chairs of all Standing Committees. The Budget Committee shall be responsible for the preparation of the Board's Capital and Expense budget recommendations for the District. The Budget Committee is empowered to act on behalf of the Board on budget matters if not contrary to the previously stated position of the Board and provided that any such action shall be ratified by the Board membership at the next regular meeting.

C. The Board's Standing Committees shall consist of Regional Committees and Topical Committees.

1. Regional Committees shall be responsible for bringing issues of interest within their local Region to the Board's attention and facilitating communication. Board members are assigned to Regional Committees based on their residence or, alternatively, if they do not live in the District, where their employment and/or significant interest in the District exists. The Regions are as follows:

Region I: Northern border to Ditmas Avenue; Western border to Ocean Avenue

Region II: Northern border to LIRR; Ocean Avenue to Eastern border

Region III: Ditmas Avenue to LIRR; Western border to Ocean Avenue

Region IV: LIRR to Southern border; Western border to Eastern border

The Board should review from time to time, in consultation with the Department of City Planning, the borders of the Regions in order to ensure a reasonable distribution of Board members within those Regions and to ensure transparency and objectivity.

2. Topical Committees: Pursuant to Section 2800(d) of the New York City Charter, it shall be the responsibility of each Topical Committee to "...Consult and cooperate with City agencies and other organizations on matters relating to the welfare of the community district and its residents, including capital and community development needs and delivery of municipal services; conduct public or private hearings or investigations with respect to any matter relating to the welfare of the community district and its residents; evaluate the quality and quantity of municipal services provided by agencies within the community district and make recommendations on the improvement of those services to the board, the Mayor, the Borough President and the Council as required."

In carrying out the duties described above, each Topical Committee, in consultation with the Chairperson and the District Manager, shall be responsible for consulting and cooperating with and monitoring the services of the City agencies including but not limited to those listed herein, and successor agencies:

a) Youth Services, Education, and Libraries – Department for Youth and Community Development; Administration for Children's Services; Department of Education; School Construction Authority; New York Public Library; and all other youth-related and education-related agencies.

b) Human Services – Human Resources Administration and its constituent agencies; Department of Health and Mental Hygiene; Department for the Aging; Health and Hospitals Corporation; City Commission on Human Rights; the Mayor's Office for People with Disabilities; Department of Homeless Services; and all other relevant agencies.

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- c) Community Safety – Police Department; Fire Department; Civilian Complaint Review Board; Department of Corrections; Mayor’s Office for the Prevention of Hate Crimes; NYC Emergency Management; District Attorney, the courts, and related agencies.
 - d) Transportation – Department of Transportation; Metropolitan Transportation Authority; and all other transportation-related agencies.
 - e) Community and Cultural Affairs and Economic Development – New York City Economic Development Corporation; Department of Consumer and Worker Protection; Mayor’s Office for Economic Opportunity; NYC Office of Workforce Development; Department of Small Business Services; Department of Cultural Affairs; local BIDs; Department of Environmental Protection; Department of Sanitation; and Department of Parks and Recreation; Mayor’s Office of Climate and Sustainability; and all other relevant agencies.
 - f) Housing and Land Use – Department of Buildings; Department of Housing Preservation and Development; Housing Connect; Department of City Planning; Public Design Commission; Landmarks Preservation Commission; Mayor’s Office to Protect Tenants; Board of Standards and Appeals; and all other relevant agencies.
3. Annually, the Chairperson shall poll Board members for their Topical Committee preferences. The Chairperson shall staff the Topical Committees giving consideration to the members’ choices. The Chairperson shall notify members of their Committee assignments prior to the October Board meeting. Each Board member shall officially serve on one Topical Committee, but all Board members may attend and vote at all Topical Committees, regardless of their committee assignment.
4. The Board shall encourage the participation of public (non-board) members on Topical Committees. Public members shall be appointed to Topical Committees by the Chairperson in consultation with the Topical Committee chair(s). No more than three public members may serve on each Topical Committee, nor may the public membership of any committee exceed one-third of that committee’s total membership. A public member may serve on only one Topical Committee.
5. Each Topical Committee shall meet at least three times a year. Members are expected to attend all meetings of Topical Committees to which they are assigned. Each Topical Committee shall have its chair or co-chair(s) provide a report of the Topical Committee meeting at the Board’s next monthly meeting.
- D. The Legal Advisory Committee shall consist of Board members who are attorneys or other legal professionals and shall meet if it becomes necessary to address any legal issues that warrant the Board’s attention.
- E. At the June Board meeting, the Chairperson shall make a motion to establish a Committee of the Whole that will meet if needed during the summer to take action on behalf of the Board provided that any such action shall be ratified by the Board membership at the next

regular meeting. If not so ratified, there shall be no further implementation of the action after such meeting, and steps must be taken to withdraw such action, where possible.

F. The Chairperson shall establish such Special Committees as they deem necessary.

G. All committee chairs and/or co-chairs must be Board members. The Chairperson appoints the chairs or co-chairs for each committee. The chair(s) of each committee shall consult with the District Manager and/or the Chairperson to schedule and set meeting agendas.

VII. Meetings

A. Regular Meetings – There shall be at least one regular meeting of the Board each month, except that no regular meetings shall be scheduled during the months of July and August.

1. A quorum to convene any regular meeting shall be the majority of members of the current Board and is defined as set forth by the Administrative Code and/or the City Charter.

2. Except as otherwise specifically required by the City Charter and Administrative Code or these Bylaws, all actions shall be decided by a majority vote of Board members present and voting, in the presence of a quorum. This requirement remains in effect for any meetings that must be held virtually (subject to Open Meetings Law requirements).

3. Efforts will be made by the District Office to secure one or more locations in the District for regular meetings in order to ensure the attendance of Board members and the general public.

B. Special Meetings

1. A special meeting shall be a meeting other than the regular meeting and shall be called:

a) At the Chairperson's volition; or

b) At the Borough President's request; or

c) Upon resolution adopted by the Board by majority vote; or

d) Upon written request of at least twenty percent (20%) of Board members and presented to the Chairperson. The meeting shall be held within fifteen (15) calendar days after the receipt of such request by the Chairperson.

2. Board members shall be given at least five (5) calendar days' notice of a special meeting in writing and are expected to attend the special meeting. The notice must specify the purpose of the meeting and provide the agenda for such meeting.

3. Decisions and voting at special meetings of the Board shall follow the same procedures as a regular meeting, including the requirement that a quorum of Board members be present.

C. Public Hearings

1. A public hearing shall be a duly noticed meeting attended by Board members, convened with the express purpose of receiving public comment on a matter coming before the Board for consideration on matters relating to land use, zoning, housing and buildings, or matters considered outside of the scope of any of the Topical Committees. The Chairperson shall convene a public hearing on any matter of civic interest deemed by the Chairperson to merit such a hearing, or as stipulated by the New York City Charter or New York State Law.
2. Quorum at Public Hearings: Ten (10) Board members, or 20% of the members of the Board, whichever is less, shall constitute a quorum for purposes of holding a public hearing.
3. The Chairperson shall poll the Board members present at any public hearing to determine whether a consensus recommendation based on that hearing shall be made to the full Board. All decisions made at public hearings shall be in the form of recommendations to be submitted to the Board at its next regular monthly meeting for approval.

VIII. MONTHLY MEETING AGENDA

- A. An agenda for each regular monthly Board meeting shall be drafted by the Chairperson with the assistance of the District Manager and the Executive Committee, as needed. The agenda should outline the business to be transacted at the meeting. This agenda, plus notice of time and place of the meeting, shall be forwarded to each Board member by written or electronic means at least five (5) calendar days before the regular monthly meeting of the Board. No matter shall be decided upon by the Board without that matter having been placed upon the agenda forwarded to the Board members.
- B. The agenda shall consist of the following:
 1. Call to order
 2. Adoption of the prior meeting's minutes
 3. District Manager's report
 4. Chairperson's report
 5. Committee chair reports. Committee reports shall be made by a chair or chairs of each Committee with a copy of same to be filed with the District Office.

6. Other business. (An item may be added to the agenda by a majority vote of those Board members present but shall not be ratified or approved at that meeting.)
7. Public Comment Period. The Board shall promulgate rules establishing a public comment period, during which members of the public may make remarks or announcements about matters of public interest.

IX. VOTING

- A. Voting shall be by the show of hands, by paper ballot, by roll call, or by processes allowed by any changes to the Open Meetings Law, with total votes both for and against the issue then publicly announced and recorded, including abstentions and declarations of ineligibility to vote. Records of individual votes shall be maintained by the District Office and made available upon request.
- B. If a matter before the Board requires further information or deliberation, that matter may be referred to the appropriate committee for a report of recommendations or decisions by the Board at the next regular meeting.
- C. All voting shall be in person only in accordance with the Open Meetings Law, except in instances when Open Meetings Law allows meetings to be held virtually. No proxy shall be accepted.

X. INTERNAL OPERATIONS OF THE BOARD

- A. Subject to the City Charter, the Board may establish such additional rules of its own as are not specifically covered by the language of these By-laws and the City Charter and are not in conflict or contravention with these By-laws or the City Charter.
- B. Robert's Rules of Order are intended to apply when not in conflict with these By-laws.

XI. DISTRICT MANAGER

- A. The Board shall hire a District Manager in accordance with the guidelines of the City Charter. The District Manager shall be accountable to the Board but shall work directly under the supervision of the Chairperson and shall carry out the policies as determined by the Board.
- B. The Executive Committee is responsible for evaluating the performance of the District Manager.

C. The District Manager may hire personnel they deem warranted, which shall be reported to the Board.

XII. AMENDMENTS

A proposal to amend these By-laws may be presented to the Board so long as the proposal is introduced via a Special Meeting (pursuant to the process described above in Article VII.B) or by the Executive Committee. If the Board votes to proceed with the amendment process, a Special Committee will be established by the Chairperson to develop a specific amendment proposal within a scope set by the Chairperson. Any such amendment proposal shall be reviewed by the Executive Committee prior to being presented to the full Board. These By-laws may be amended by a majority vote of all Board members after at least ten (10) calendar days' written notice to the membership of the Board setting forth the proposed amendment(s).