

BY-LAWS  
OF THE  
CITY-WIDE COUNCIL OF PRESIDENTS

ARTICLE I

NAME

The name of this organization shall be the City-wide Council of Presidents (Council).

ARTICLE II

PURPOSE

The purpose of the Council is to advocate for the Authority-wide concerns and interests of residents of the New York City Housing Authority (NYCHA), to promote resident participation in public housing programs, to foster the creation and maintenance of informed, self-reliant and effective local resident associations and District Councils of Presidents and, in general, to engage in such activities as will improve the quality of life of NYCHA residents.

ARTICLE III

MEMBERSHIP

The members of the Council shall be comprised of the President of the Nine District Councils that are recognized by NYCHA, namely, Brooklyn East, Brooklyn West, Brooklyn South, Bronx North, Bronx South, Manhattan North, Manhattan South, Queens and Staten Island. Membership of any individual in the Council shall cease when the individual no longer serves or is qualified to serve as President of their Resident Association.

ARTICLE IV

OFFICERS

The officers of the Council shall consist of the President, First Vice President, Second Vice President, Treasurer and Secretary. These officers shall perform the duties prescribed by these By-Laws and by the Parliamentary Authority adopted in these By-Laws. No member may hold more than one office at a time.

ARTICLE V

DUTIES OF OFFICERS

SECTION 1

President:

The President shall be the Chief Executive Officer of the Council and shall preside at all meetings of the Council.

SECTION 2

First Vice President:

The First Vice President shall take the place and perform the duties of the President whenever the President shall be absent or unable to act. The First Vice President shall perform such other duties as may from time to time be delegated by the President. In the event the Office of President becomes vacant for any reason, the First Vice President will assume that office for the duration of the unexpired term and thereafter until a successor is elected and installed.

**SECTION 3****Second  
Vice President:**

The Second Vice President shall preside at any meeting of the Council in the absence of the President and the First Vice President. The Second Vice President shall perform such other duties as may from time to time be delegated by the President. In the event that the Office of the First Vice President becomes vacant for any reason, the Second Vice President will assume the office for the duration of the unexpired term and thereafter until a successor is elected and installed.

**SECTION 4****Treasurer:**

The Treasurer shall have charge of all monies of the Council and shall deposit the same in the name of the Council in such banks or depositories as the Council may designate. The Treasurer shall disburse said funds as ordered or authorized by the Council. The Treasurer shall keep accurate accounts of receipts and disbursements in books belonging to the Council and shall at all reasonable times exhibit said books to the membership at the office of the Council. The Treasurer and President or First Vice President shall sign all checks on behalf of the Council. The Treasurer shall give an itemized statement of the accounts of the Council at each regular meeting of the Council, which statement shall be filed with the minutes of the meeting.

**SECTION 5****Secretary:**

The Secretary shall keep the minutes of all meetings of the Council. He/She shall have charge of the records of the Council, other than those books and records kept by the Treasurer, and shall maintain a file of all correspondence, reports and other documents belonging to, issued by, or received by the Council. The Secretary shall be responsible for seeing that all notices are sent out, and shall keep a full and accurate list of the names of the officers and members of the Council together with their correct addresses and telephone numbers.

**ARTICLE VI****TERM, NOMINATION AND ELECTION OF OFFICERS****SECTION 1           TERM**

Officers shall be elected by the membership of the Council at an election meeting held during the month of December and hold office for a term of three years and thereafter until their respective successors are elected and installed.

**SECTION 2           NOTICE OF MEETINGS**

Except for elections held pursuant to Section 3 or 6 of this Article VI, nomination and election meetings shall be held only upon written notice to the membership given at least thirty days prior to the date of the scheduled meeting.

**SECTION 3           NOMINATION & ELECTIONS**

At the regular meeting held in the month of December of an election year, the nominations and elections of officers shall be held for the Council. Any member may be nominated for more than one office but no member may be elected to or serve in more than one office.

**SECTION 4           ELECTION**

The candidates for office shall be voted on at an election meeting in the order in which the officers are listed in

Article IV of the By-Laws. Each vote shall be by secret ballot and the vote of a majority of the members present at the time of a vote, if a quorum is present at such time, shall elect a candidate for office. In the event a candidate for office shall be unopposed, the Secretary shall cast and record one vote therefore, on a motion approved and carried by the Council, and such candidate shall be elected to office.

#### SECTION 5                   INSTALLATION OF OFFICERS

Officers elected to fill new terms shall be installed in their respective offices at the next meeting of the Council immediately following their election. Officers elected to fill a vacancy shall be installed to office immediately following their election.

#### SECTION 6                   VACANCIES

Unless otherwise provided for in these By-Laws, any vacancy in any office shall be filled for the unexpired portion of the term by the election of a successor at the first general or special meeting of the Council following the creation of the vacancy. Candidates to fill the vacancy shall be selected by nominations from the floor. Voting shall be as provided in Section 4 of this Article VI.

### ARTICLE VII

#### MEETINGS

#### SECTION 1                   REGULAR MEMBERSHIP MEETING

The regular membership meeting of the Council shall be held on the third Thursday of each month, unless otherwise ordered by the Council.

#### SECTION 2                   NOTICES

No notice of any regular meeting of the Council need be given. In the event that a meeting date is changed by the Council to avoid a conflict with the observance of a legal or religious holiday, notice of the new meeting date shall be mailed promptly to each member who was not present at the time of the meeting date was changed.

#### SECTION 3                   QUORUM AND VOTING

A majority of the members of the Council shall constitute a quorum for the transaction of business at any meeting of the membership. Except as otherwise provided in these By-Laws, the vote of a majority of the members present at the time of a vote, if a quorum is present at such time, shall be required to take any action requiring a vote. Voting by proxy or by absentee ballot shall not be permitted.

#### SECTION 4                   ANNUAL MEETING

The regular meeting scheduled for the month of December shall be deemed to be the annual meeting of the Council. The items of business at the annual meeting shall include the presentation of annual reports to the membership.

#### SECTION 5                   SPECIAL MEETING

A special meeting shall be called by the President upon the written request of at least (3) three members of the Council and upon at least ten days prior written notice to each member of the Council stating the purpose of the special meeting.

**SECTION 6 ORDER OF BUSINESS**

The order of business at all regular and annual meetings shall be:

- A. Call to order and presentation of the Agenda.
- B. Reading and acceptance of minutes.
- C. Presentation of Financial Report.
- D. President's Report.
- E. District Report.
- F. Discussion of any correspondence, or petitions received.
- G. Unfinished business.
- H. New business.
- I. Announcements.
- J. Adjournment.

**ARTICLE VIII**

**COMMITTEES**

**SECTION 1 STANDING AND SPECIAL**

There shall be standing committees and special committees. There shall be a Committee of the Whole which shall be a standing committee. Its duties shall be to conduct all business of the Council unless otherwise designated in these By-Laws.

**SECTION 2 FINANCE COMMITTEE**

A Finance Committee shall be a standing committee composed of the Council. It shall be the duty of this Committee to prepare a budget for each calendar year and to submit it to NYCHA for approval. The Finance Committee may from time to time submit amendments to the Council's budget for the current calendar year, which may be adopted by a majority vote.

**SECTION 3 AUDIT COMMITTEE**

The Audit Committee shall be a standing committee composed of the Council. At the regular meeting held in the month of November, the Council shall audit the Treasurer's accounts, and report thereon at the annual meeting.

**ARTICLE IX**

**RECORDS AND MANAGEMENT**

**SECTION 1 BOOKS, RECORDS AND MINUTES**

All books, accounts, records and minutes of meetings prepared for the Council shall be the property of the Council and shall be maintained at its office.

**SECTION 2 EXAMINATION OF BOOKS**

The books, accounts, records and documents of the Council shall be open to inspection by members of the Council at reasonable times at the office of the Council.

### SECTION 3            SIGNING OF LEGAL DOCUMENTS

Except as otherwise provided in these By-Laws each legal document shall be signed by all members of the Council comprising the majority that approved the action reflected in the legal document.

## ARTICLE X

### REMOVAL FROM OFFICE

#### SECTION 1            CAUSE

Any officer may be removed from office for dereliction of duty, malfeasance, conflict of interest, actions contrary to the best interest of the Council and absence from three consecutive meetings of the membership without sufficient and valid reason.

#### SECTION 2            PROCEDURE

Any officer may be removed for cause by the vote of 2/3 of the members in attendance at a regular or special meeting, provided that a quorum is present. When cause for the removal of an officer is alleged, an investigating committee of three members shall be appointed by the highest ranking officer against whom cause for removal has not been alleged, whose duty it shall be to investigate the allegations made against the officer. If in the opinion of the investigating committee the allegations have merit, the matter shall be scheduled for a hearing at a meeting of the membership. The officer charged shall be given written notice of all accusations at least twenty days in advance of the meeting at which the membership will vote on removal, and may be represented and heard at the meeting by counsel or other representative.

## ARTICLE XI

### AMENDMENT OF BY-LAWS

#### SECTION 1            REVIEW

These By-Laws shall be reviewed by the Committee of the Whole at least once every two years.

#### SECTION 2            AMENDMENTS

By-Law amendments may be proposed by the Committee of the Whole and shall be proposed by such committee upon the written request of at least four members.

#### SECTION 3            NOTICE OF PROPOSED AMENDMENTS

Written notice containing the content of every proposed By-Law amendment shall be given to each member of the Council at least one month prior to the regular or special meeting at which the proposed amendments will be considered. Adoption of any proposed amendment shall require the affirmative vote of at least 2/3 of the members in attendance at a regular or special meeting, provided that a quorum is present.

**ARTICLE XII**  
**PARLIAMENTARY AUTHORITY**

The rules contained in the latest edition of "Roberts Rules of Order" shall govern the Council in all instances to which they are applicable and in which they are not inconsistent with these provisions of the By-Laws.

ATTESTATION

These By-Laws were duly adopted by the affirmative vote of at least two-thirds (2/3) of the members in attendance at the meeting of the Council held on January 9, 2001.

Motion by Reginald Bowman of Brooklyn East District that these By-Laws be adopted by the Council of Presidents. Seconded by Nicoletta Azure of Manhattan South District.

Vote Yes ✓ Nine  
No Zero

Joanne Smitherman  
Secretary

Approval/Adoption

Brooklyn East  
Reginald Bowman

Reginald H. Bowman 1-9-2001  
Signature Date

Manhattan North  
Ann Morris

Ann Morris 1/9/01  
Signature Date

Bronx North  
Gerri Lamb

Meri B. Lamb 1/9/01  
Signature Date

Brooklyn West  
Marguerite Scott

Marguerite Scott 1/9/01  
Signature Date

Bronx South  
Joanne Smitherman

Joanne Smitherman 1/9/01  
Signature Date

Manhattan South  
Nicolette Azure

Nicolette Azure 1/9/01  
Signature Date

Brooklyn South  
Richard Davis

Richard Davis 1/9/01  
Signature Date

Queens  
Cornelia Taylor

Cornelia Taylor 1/9/01  
Signature Date

Staten Island  
Rosetta Newcombe

Rosetta Newcombe 1/9/01  
Signature Date

These By-Laws were amended and ratified by the body of the Council of Presidents on January 9, 2001. They were adopted and signed for distribution.