

REVISED BY-LAWS GOVERNING
BROOKLYN-WEST DISTRICT COUNCIL OF PRESIDENTS

ARTICLE I

NAME

The name of this organization shall be hereby known as:

BROOKLYN-WEST DISTRICT COUNCIL OF PRESIDENTS

ARTICLE II

PURPOSE

In compliance with the Federal 964 Regs., the purpose of the Brooklyn-West District Council of Presidents ("Council") shall be to act as liaison to the Council of Presidents; and any successor to that body, and the New York City Housing Authority ("NYCHA"), for the purpose of apprising New York City Housing Authority ("NYCHA") of the interest, issues and concern of the Resident Associations, with NYCHA. Foster and promote the creation and maintenance of independent, informed, self governing Resident Associations capable of providing effective and meaningful representation to NYCHA residents.

ARTICLE III

MEMBERSHIP

Section 1: Eligibility

Membership of the Council shall be limited to the duly elected Presidents of those Resident Association or Resident Councils that are officially recognized by NYCHA, and which represent NYCHA residents residing within the confines of the Brooklyn-West District. The Developments of the Brooklyn-West District Council of Presidents are: Armstrong, Atlantic Terminal, Bed-Stuy Rehabs, Berry South 9th, Borinquen Plaza, Bushwick, Cooper Park, Farragut, Gowanus, Hylan, Independence Towers, Ingersoll, Lafayette Gardens, Marcy, Marcy-Green, Roosevelt, Stuyvesant Gardens I, Stuyvesant Gardens II, Sumner, Taylor-Whythe, 303 Vernon Avenue, Tompkins, Whitman, Williamsburg, Williams Plaza and Wyckoff Gardens.

ARTICLE IV

OFFICERS AND THEIR ELECTIONS

Section 1: Officers

The officers of the Council of Presidents shall be a Chair, Vice-Chair, Treasurer, Secretary, Assistant Secretary and Sergeant-At-Arms collectively comprising the Executive Board. No two offices may be held by the same person.

Section 2: Election

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

Article 1: Nominations:

Section A Notice of Meetings:

Nominating and Election meetings shall be held only upon written notice to the membership, given at least one month prior to the date of the scheduled meeting. Notice of a nominating meeting shall state the requirements which must be satisfied before a member may be nominated for office. Notice shall be given in one or more languages as appropriate.

Section B Nominating Committee:

There shall be a Nominating Committee which shall be a Special/Ad hoc Committee. The members of the Nominating Committee shall elect its Chairperson and are eligible for nomination or election to office.

WHO IS ELIGIBLE TO RUN FOR OFFICE: Only Resident Association Presidents who are duly elected and attend (7) out of (10) regular monthly meetings.

At a meeting of the **GENERAL MEMBERSHIP** held at least one month prior to the meeting at which an election of officers is scheduled, the Nominating Committee shall deliver a report nominating at least one candidate for each office of the council. The Committee shall confirm in writing its report that each nominee has agreed to serve if elected. Additional nominations may be made from the floor following the report of the Nominating Committee.

Article 2: Quorum:

A majority of the members of the Council shall constitute a quorum for the purpose of electing officers. 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 elect a candidate to office.

Article 3: Time and Manner:

Election procedures for the elections of officers Brooklyn-West Council of Presidents shall begin in October. Elections shall be conducted at a General Membership Meeting held in the month of December. The vote shall be taken by secret ballot. In the event a candidate for any office shall be unopposed, the Secretary shall cast and record one vote therefore on a motion approved and carried by the body, and such candidate shall be elected to office.

Fifteen (15) days after the nominations, a debate shall be held to determine the best suited candidate for said office.

Article 4: Conduct of Nominating and Election:

Nominating and Election meetings may be conducted by the Council, the staff of New York City Housing Authority Department of Community Operations ("DCO"), or by an appropriate outside entity approved by Department of Community Operations. One or more representatives of Department of Community Operations may attend the Council's nominating and election meetings.

Section 3: Voting

WHO IS ELIGIBLE TO VOTE: Only Resident Association Presidents who are duly elected and attend seven (7) out of ten (10) regular monthly meetings, in order to participate.

* Each member of the council shall have no more than one vote. Voting by proxy and write-in votes will not be permitted.

Section 4: Installation of Officers

Officers elected at a regularly scheduled election meeting shall be installed at the next meeting of the general membership immediately following their election. Officers elected or appointed to fill an unanticipated vacancy shall be installed immediately.

Section 5: Vacancies

Should a vacancy in any office for which these By-Laws do not provide for a successor occur at a time when there are no regular meetings scheduled. If the vacancies are scheduled to be held for a period greater than one month, the Executive Board shall appoint a qualified person to fill that office for its unexpired term, and thereafter, until a successor is elected. *(See Article IX Removal from Office)*

Article V

DUTIES OF OFFICERS

Section 1: Chair

The Chair shall be the chief executive officer of the Council and shall preside at all meetings of the Council and the Executive Board. Upon taking office, the Chair shall assign to the Vice-Chair such responsibilities as in the opinion of the Chair are appropriate.

Section 2: Vice-Chair

The Vice-Chair shall take the place of the Chair and perform those duties whenever the Chair shall be absent or unable to act. The Vice-Chair shall perform such other duties as shall from time to time be determined by the Executive Board. In the event that the office of the Chair shall become vacant, the Vice-Chair shall assume that office for the duration of the unexpired term, and thereafter until a successor is elected.

Section 3: Treasurer

The Treasurer shall have charge of all money of the Council and shall be responsible for keeping full and accurate accounts of all receipts and disbursements of books belonging to the Council. He or she shall be responsible for the deposit of all money and other valuables in the name and to the credit of the Council in such banks or depositories as the Executive Board may designate within three business days of receipt. The Treasurer shall disburse funds only upon the presentation of duly authorized and approved vouchers, and shall co-sign checks with the Chair or Vice-Chair.

The treasurer shall maintain a true record of the expenses, assets, and liabilities of the Council in books belonging to the Council and shall submit the Council's books to the Chair or the Executive Board upon request. He or she shall submit a written financial report at each meeting of the Executive Board showing detail (1) the assets and liabilities of the Council; (2) the revenues or receipts of the Council; (3) the expenses or

disbursements of the Council. The report shall be filed with the minutes of the meeting. The Treasurer shall deliver a similar report orally at each general membership meeting.

Section 4: Secretary

The Secretary shall keep the minutes of all meetings of the Executive Board and General Membership of the Council. He or she shall have charge of the Council's books and records (other than those kept by the Treasurer) and shall maintain a file of all correspondence, reports and other documents belonging to, or issued or received by the Council or its committees. The Secretary shall prepare such correspondence as the Chair or Executive Board may require. He or she shall be responsible for seeing that all notices are sent out. He or she shall keep a full and correct list of the Officers and Members of the Council with their correct addresses and telephone numbers.

Section 5: Assistant Secretary

The Assistant Secretary shall have such powers and shall perform such duties as may be assigned to him/her by the Executive Board, Chair, Secretary, or Treasurer respectively. In the absence or disability of Treasurer, the Assistant Secretary shall perform duties of the Secretary and exercise all his/her powers.

Section 6: Sergeant-At-Arms

It shall be duty of the Sergeant-At-Arms to maintain order at the meeting, to determine that a Quorum is present, tally votes when required, escort guests to the dais and to make sure that only bonafide and eligible members are present at closed meetings, and that only the votes of eligible members are counted.

ARTICLE VI

EXECUTIVE BOARD

Section 1: Composition

There shall be an Executive Board which shall be comprised of the individuals holding the offices of the Chair, Vice-Chair, Treasurer, Secretary, Assistant Secretary and Sergeant-At-Arms. The Chair shall preside over all meetings of the Executive Board.

Section 2: Meetings

The Executive Board shall meet on the last Monday of each month, or at the convenience and agreement of the Executive Board. Special meetings of the Executive Board may be called by the Chair or upon written request of 2/3 of the members of the Executive Board.

Section 3: Responsibilities

The Executive Board shall be to:

- (A) Formulate and actively support the Council's objectives, policies, and programs. Assume responsibility for the provision of adequate finances for the Council's work.
- (B) Formulate an annual budget after receiving the recommendations thereon from the general membership.
- (C) Conduct periodic evaluations of the work of the Council for the purpose of improving overall operations.
- (D) Establish such special committees as may be necessary to carry out the work of the Council.
- (E) Perform any other act that is in the best interest of the Council.

Section 4: Quorum

Two-Thirds of the members of the Executive board shall constitute a quorum for the transaction of business. All matters shall be decided by the vote of a majority of the Executive Board members present at the time of a vote.

ARTICLE VII**COMMITTEES****Section 1: Types**

There shall be committees known as Standing and Special or Ad hoc Committees governing the Brooklyn-West Council of Presidents. Ad hoc Committees are special committees created at the discretion of the Chair to perform specific tasks and discontinued at its completion of appointed tasks.

There shall be Standing Committees and Special Ad hoc Committees. The Standing Committees shall include: a Fund-Raising Committee, a Youth Committee, a Seniors Committee and a By-Laws Committee.

Special/Ad hoc Committees shall include an: Audit Committee and a Nominating Committee.

Section 2: Creation

Standing Committees and Special Ad hoc Committees in addition to those named in these By-Laws may be appointed by the Executive Board as the need may arise.

Section 3: Composition

Each committee shall consist of a Chairperson and at least two additional members.

Section 4: Appointment of Members

Except as otherwise provided in these By-Laws, the Members and Chairperson of each Standing Committee shall be appointed annually by the Chair. Subject to the approval of the Executive Board.

Section 5: Removal of Chairperson

If the Chairperson of a committee is remiss in carrying out his/her duties, the District Chair may, with the approval of the Executive Board remove the Chairperson and appoint a replacement as provided in Section 4 above.

ARTICLE VIII

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 the office of the Secretary.

Section 2: Examinations of Books

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

Section 3: Signing of Checks and Legal Documents

All checks shall be signed on behalf of the Council by the Chair or Vice-Chair and countersigned by the Treasurer. All legal documents shall be signed on behalf of the Council by the Chair, and countersigned by the Secretary.

The General Membership shall have the authority to review any policy or application present by the New York City Housing Authority (NYCHA) to the Chairperson of Brooklyn-West District Council of Presidents.

Section 4: Audits

Audits may be performed by an appropriate person or entity selected by the New York City Housing Authority (NYCHA), and the Brooklyn-West District Council of Presidents.

ARTICLE IX

REMOVAL FROM OFFICE

Section 1: Cause

An officer may be removed from office for dereliction of duty, malfeasance, conflict of interest, actions contrary to the best interests of the Council, or for absence from three consecutive meetings of the General Membership or of the Executive Board (or any combination of said meetings) without sufficient and valid reason. Officers must present valid written documentation. Chair must be notified of absence in the advance if known.

Any form of proven substance abuse forfeits entitlement to hold any elected position.

Any officer not able to function in his/her position may be removed by the majority vote of members of the Brooklyn-West Council of Presidents and an election may be held to elect a qualified member.

Section 2: Procedures

- (A) A Review Committee, consisting of the members of the Executive Board (other Than the officer whose removal is under consideration) and an outside entity, shall be convened by the Chair for the purpose of hearing charge (s) against any officer whose removal is sought under the provisions of this Article.
- (B) The Review Committee shall meet and consider whether the charges (s) brought against an officer have merit. The charge (s) shall be presented to the accused officer in writing not less ten (10) calendar days in advance of the meeting of the Review Committee.
- (C) If a majority of the members of the review Committee conclude that the charges (s) have merit, the charges shall be presented to the membership of the Council for their consideration and vote at a special or regular meeting.
- (D) The vote of the majority of the members present at the meeting at which the charges (s) are presented to the membership if a quorum is present at such time, shall be required to remove an officer from office.

ARTICLE X

MEETINGS

Section 1: General Membership Meetings

Meetings of the General Membership shall be held on the first Monday of each month. In the event that a meeting date falls on a legal or religious holiday, the meeting may be postponed to another date. Only special invited guest by the Chair shall attend Brooklyn -West Council of Presidents monthly meetings and meetings of the Executive Board.

Section 2: Notices

Notices of any regular meeting of the General Membership or Executive Board shall be given. In the event that meetings dates must be changed because a meeting would conflict with the observance of a legal or religious holiday, notice of the new meeting date shall be mailed promptly to each member. Written notices of each special meeting shall be either personally delivered or mailed to each member at least ten days in advance of the meeting date.

Section 3: Quorum

A majority of the members of the Council present shall constitute a quorum for the transaction of business at any meeting of membership.

Section 4: Annual Meeting

The General Membership 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 and if an election shall have been held the pervious month, the installation of officers.

Section 5: Emergency Meetings

An Emergency Meeting may be called at the direction of the Chair upon prior notice to the members. A special meeting shall be called by the Chair whenever the same is requested in writing by majority of the members of the Executive Board or by the vote of a majority of the Council at a regular meeting thereof.

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) Reports of committees
- (E) Reports of Officers
- (F) Discussion of any correspondence, or petitions received
- (G) Unfinished business
- (H) New business
- (I) Announcements
- (J) Adjournment

ARTICLE XI**PARLIMAMENTARY AUTHORITY**

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

ARTICLE XII

AMENDMENT OF BY-LAWS

Section 1: Review

These By-Laws shall be reviewed by the By-Laws Committee at least once a year.

Section 2: Amendments

By-Laws Amendments may be proposed by the By-Laws Committee and shall be presented to majority of the members of the District in writing.

Section 3: Notice of Proposed Amendments

Written notice containing the content of proposed By-Laws Amendment (s) shall be presented to Council members at least one month prior to the regular or special meeting at which the amendment (s) will be considered. Adoption of proposed amendment (s) shall require the affirmative vote of a majority of members in attendance at a regular or special meeting.

ARTICLE XIII

DISSOLUTION

If for any reason the Council shall dissolve, possession and control of its assets shall be delivered to the New York City Housing Authority if purchased by the same, (NYCHA).

These By-Laws were prepared by a Committee consisting of the following Committee of the Whole.

(The signature of each Committee Member must appear beside his/her name.)

Marguerite Scott

Marguerite Scott

Elizabeth Ramseur

Elizabeth Ramseur

Radames Figueroa

Rosalind Williams

Rosalind Williams

Naomi Colon

Naomi Colon

And were adopted by affirmative vote of a majority of the members in the attendance at the meeting of the Council held on _____