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# Community Board No. 2

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Lisa Deller  
Chairperson

Debra Markell Kleinert  
District Manager

## COMMUNITY BOARD 2 BY-LAWS

AMENDED ON OCTOBER 1, 2020

### ARTICLE I

#### PURPOSE

The Community Board is mandated by the New York City Charter to review all matters pertaining to the general welfare of the community district insofar as municipal government can respond with suitable action.

This responsibility will include planning and development, the capital and expense budgets, the delivery of city services and will include any matters deemed significant by the Community Board.

The Community Board will make recommendations to the Borough President and to all city agencies to which such recommendations are relevant.

### ARTICLE II

#### NAME

The name of this Board shall be known as COMMUNITY BOARD 2, BOROUGH OF QUEENS.

### ARTICLE III

#### AREA SERVED

This Board shall serve the community district as designated and defined by the City Planning Commission and adopted by this Board of Estimate by January 1, 1977 and subject to review and revision as provided in Chapter 69 of the City Charter.

**ARTICLE IV**

**OFFICERS**

The officers of the Community Board will be:

1. Chairperson
2. 1<sup>st</sup> Vice-Chairperson
3. 2<sup>nd</sup> Vice-Chairperson
4. Secretary
5. Treasurer

**ARTICLE V**

**OFFICERS' ELIGIBILITY**

To be eligible for any office of the Board, a member must first have been appointed to the Board by the President of the Borough of Queens.

**ARTICLE VI**

**NOMINATIONS AND ELECTION OF OFFICERS**

1. Announcements for the nominations of officers shall be made at the October community board meeting of the full board, one month prior to election of officers. Nominations shall be made from the floor by any member at said meeting. Nominations from the floor can be made prior to the November elections at said meeting. Each nominee for office shall be granted two (2) minutes to speak, if so desired by nominee, regarding their qualifications for office. Election of officers shall be held at the regular November meeting of the full board by written electronic or other forms of ballot.
2. The candidate who receives a majority of the votes cast for such office shall be deemed elected and assume the office immediately. In the event no candidate receives a majority, the two candidates with the largest number of votes shall engage in a runoff election following the prior vote count.
3. Ever member of the Board attending the meeting shall be entitled to one (1) vote, in person.

**ARTICLE VII**

**DUTIES OF OFFICERS**

**(a) The Chairperson**

1. Shall be the chief executive of the Board.
2. Shall preside at all regular and special meetings and public hearings of the Board.
3. Shall have the right to call a special session when deemed necessary and must do so if ten (10) members of the Board serve a written request upon the secretary. Such meeting shall be scheduled as soon as possible upon ten (10) days of notice to the members of the date, time, place and agenda for said meeting.
4. Shall have the authority to create all committees and subcommittees and appoint their chairpersons. Such committee members as appointed by the Chairperson shall serve at the pleasure of the chairperson.
5. Shall have the power to decide all questions of Law and Procedures pursuant to these By-laws.
6. Shall have the sole right to invite a person to speak at any meeting of the Board if deemed necessary to the proper operation of the Community Board.
7. To attend any meetings required by the Mayor and the Borough President pursuant to the City Charter or to designate his/her representative or representatives to attend.
8. To authenticate all acts, orders and proceedings of the Board and to be the sole spokesperson for the Board in relation to the media, agencies of government and the public at large except as he/she shall otherwise specifically authorize.
9. To supervise, direct and review the activities of the employed staff of the Community Board.
10. To serve as chairperson of the Executive Committee of the Board
11. To perform all duties as prescribed in the City Charter and any other duties prescribed under law.

12. Shall have the right to create such special positions as deemed necessary to on-going operations of the Board. Such positions shall be filled by members of the Board and shall serve at the pleasure of the Chairperson.

**(a) 1<sup>st</sup> Vice-Chairperson**

1. Shall have the same power, authority and duties as the Chairperson, in the absence of the Chairperson.
2. Shall serve as a voting member of the Executive Committee.

**(b) 2<sup>nd</sup> Vice-Chairperson**

1. Shall have the same power, authority and duties of the Chairperson and 1<sup>st</sup> Vice-Chairperson in the absence of both.
2. Shall serve as voting member of the Executive Committee.

**(c) Secretary**

1. The Secretary shall perform those duties assigned by the Chairperson of the Board.
2. Shall serve as a voting member of the Executive Committee.
3. Shall review minutes of the monthly full Board meetings for accuracy and omissions and submit them to the Chairperson.

**(d) Treasurer**

1. Shall review and report to the Board on the operational budget of the Community Board on a quarterly basis.
2. Shall prepare a proposed operational budget in writing and submit it to the Board for its approval prior to each fiscal year.
3. Shall serve as a voting member of the Executive Committee.

**ARTICLE VIII**

**COMMITTEES**

1. There shall be the following standing committees: Land Use, City Services, Youth, Budget, Housing/Health/Human Services.
2. The Chairperson of the Board shall create such other committees and subcommittees in a manner deemed appropriate for the execution of the Board's mandated responsibilities.
3. The Chairperson of the Board shall appoint the board members to such committees.
4. Persons with a residence or significant interest in the community who are not members of the Board may be public committee members and shall be entitled to vote and shall be counted as a quorum for the committee.
5. All committee chairpersons shall be members of the Community Board.
6. All committees shall make such investigations as it may deem necessary and report its findings and recommendations by majority vote of said committee, in writing, to the full board.
7. All committees shall keep attendance records and submit them to the Chairperson of Community Board 2.
8. It is required that each board member actively participate in at least one committee.
9. All committees, except the Executive Committee, shall, in writing, issue a year-end report summarizing its activities to the Board.
10. There shall be created an Executive Committee to consist of the elected officers of the Board as voting members and members appointed by Chairperson as non-voting members. The Executive Committee will make recommendations to the full board in the areas of policy, personnel and operations. The Executive Committee shall be empowered to act on behalf of the full Board in emergency circumstances. In the event of such act or such actions a full report shall be made to the membership at the next regular meeting of the full board.

**ARTICLE IX**

**RESPONSIBILITIES OF COMMUNITY BOARD MEMBERS**

**BOARD MEMBERS**

1. Shall attend all meetings of the full Board except for legitimate excuse: military service; personal illness or sever illness within the immediate family; or death in the immediate family. No other excuses will be permitted.
2. A Board member shall not be deemed present unless he/she is in attendance during substantially all the meeting.
3. Shall participate actively on at least one committee. Members must attend two-thirds (2/3) of scheduled committee meetings and failure to do so may result in removal from the board.
4. Shall vote on all matters before the Board except where there is a conflict of interest. Conflict of interests shall be defined within the framework of the rulings of the New York City Board of Ethics.
5. Shall no speak for the Board unless duly authorized by the Board or Chairperson of the Board to do so.

**ARTICLE X**

**QUORUM**

1. Monthly and Special meetings: fifty percent (50%) plus one (1) of the total appointed membership of the Board shall constitute a quorum for the transaction of business.
2. Public hearings: a quorum for a Public Hearing shall consist of twenty percent (20%) of the appointed members of the Board, but in no event fewer than seven (7) such members.
3. Committee Meetings: a quorum for committee meetings shall be fifty percent (50%) plus one (1) of those members of the committee eligible to vote.

## ARTICLE XI

### VOTING

1. Each duly appointed member of the Board present at a Board meeting shall be entitled to one (1) vote.
2. Proxy voting is prohibited.
3. Voting shall be by a voice vote or through show of hands, except as otherwise mandated by Law or New York City Corporation Counsel Ruling. Upon a request of any five (5) or more members of the Board present, a roll call vote shall be conducted with total votes both for and against the issue then being publicly announced and recorded.
4. Except as otherwise specifically required by the By-Laws herein, all action shall be decided by a majority vote of those present and voting.

## ARTICLE XII

### VACANCIES

1. In the event of the death, discharge or inability of an officer, a new election shall be held to fill each vacancy at the next regular meeting after such position is declared vacant.
2. The inability of an officer to continue discharging the duties of office shall be determined by either the receipt of a written resignation from said officer by the Secretary of the Board, or by the action of the Board.

## ARTICLE XIII

### MEETINGS OF THE BOARD

1. The Board shall meet once a month except during July and August, which shall be at the discretion of the Chairperson.
2. Meetings shall be open to the public for observation only. The Board may close a meeting to the public by a  $\frac{3}{4}$  vote of the members present, however, no final action shall be taken at such

a meeting.

3. No board member may invite any person to address the Board without first having obtained consent from the Chairperson or passed upon by the Board.
4. All votes of the Board shall be recorded and be a matter of public records.

#### ARTICLE XIV

#### PUBLIC HEARINGS

1. Public Hearings regarding land use issues shall be held in accordance with the appropriate provisions of the Uniform Land Use Procedures. A written recommendation shall be submitted promptly.
2. The Board shall conduct those hearings deemed necessary for the Board to discharge its responsibilities.
3. Members of the Community Board may not participate in public debate other than to ask questions when duly recognized by the Officer chairing the Public Hearing. Any member who further participate shall be denied the right to vote upon said issue at all future meetings of the Board and its committees and will be excused from any executive sessions wherein said issue may be discussed.

#### ARTICLE XV

#### AGENDA

1. An agenda shall be drafted by the Chairperson. The agenda will contain a list of items for discussion. The agenda with the notice of time and place of the meeting and the minutes of the last meeting shall be available to each member at least five (5) days before the regular monthly meetings.

#### ARTICLE XVI

#### REMOVAL OF OFFICERS



Any officer of the Board may be removed from office for reasons of cause in the following manner:

1. A motion to institute removal proceedings can be made at any monthly meeting of the Board. Approval of such motion must be made by two-thirds (2/3) majority of the entire appointed membership of the Board.
2. If the motion is approved, the presiding officer who shall be the highest-ranking officer (not the subject of removal proceedings), shall designate a three (3) member committee to investigate allegations and report at the next meeting.

Members of this committee must be one (1) member chosen by the presiding officer, the second member selected by the person who is the subject of the removal proceedings and the third selected by both jointly. Members of the committee need not be members of the Board.

3. Upon report of said committee, which must include a minority report, three-quarters (3/4) of the entire appointed membership of the Board must approve the motion for removal at a special meeting called for that purpose.

#### ARTICLE XVII

##### AMENDMENT TO THE BY-LAWS

1. These By-laws may be amended at the initiation of a majority of the members of the Board present and voting at a monthly meeting.
2. Ratification of an amendment shall be by a two-thirds (2/3) vote of the members of the Board present and voting at the next regular meeting of the Board.

#### ARTICLE XVII

##### RULES OF ORDER

1. The Board may adopt such rules and regulations which it deems necessary to its operation except where it conflicts with these By-laws or with the New York City Charter.

2. Roberts Rules of Order shall govern all matters pertaining to Parliamentary Procedure that are not covered by these By-laws and the New York City Charter.

Voted: October 1, 2020 Board Meeting

CB 2 By-Laws