

BOARD MEMBER RESOURCES GUIDE

January 21, 2021

This guide is a living document and is intended to serve a comprehensive resource for members of Community Board 11. It contains information about our board, its functions and operations as well as its policies and procedures. Board membership requires an understanding of each of these to ensure we are operating in compliance with the law and our guiding principles.

Please refer to this guide often as it is subject to change and revision.

This document was compiled by the District Manager in consultation with the board chair.

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ABOUT COMMUNITY BOARDS

Community boards are local representative bodies. There are 59 community boards throughout the City, and each one consists of up to 50 unsalaried members selected and appointed by the respective Borough President from among active, involved people of each community. Individuals must reside, work, or have some other significant interest in the community to be eligible for membership. Half of the members are nominated by their district's City Council member.

As governmental and public bodies, community boards are governed by the [New York City Charter](#) and [Conflicts of Interest Law](#), the New York State [Open Meetings Law](#) and [Freedom of Information Law](#), and each board's respective by-laws.

Please be sure to read the [Handbook for Community Board Members](#) to learn much more about community boards, and the rules and laws that govern them. It is a comprehensive document published by the Mayor's Office Community Affairs Unit (CAU) that will serve as a useful guide during your membership.

ABOUT COMMUNITY BOARD 11

Community Board 11 (CB11) represents the community of East Harlem in the Borough of Manhattan, a geographic area also known as Community District 11 (CD11). The district is bordered by Fifth Avenue, 96th Street, 142nd Street, the East River and the Harlem River, and includes Marcus Garvey Park as well as Randall's Island and Wards Island.

Helpful hint: Though the terms "CB11" and "CD11" are often used interchangeably, keep in mind that CB11 refers to the board that represents district named CD11.

Board Officers (Term: January 1, 2020 - December 31, 2021)

Nilsa Orama, Board Chair chair@cb11m.org	Xavier Santiago, Vice-Chair vicechair@cb11m.org
Judith Febraro, Secretary secretary@cb11m.org	vacant, Assistant Secretary
Jason Villanueva, Treasurer treasurer@cb11m.org	

Board Members

We have compiled a [Board Members](#) database which includes email contact information, committee assignments and a short biography for each of our current members.

This information is shared with board members solely for their information and must **only be used for board-related purposes**. *Members are strongly discouraged against communication that may be defined as solicitation of any kind, be it commercial, political or religious, etc.*

Board Staff

The board is supported by a paid staff led by the District Manager (DM). In addition to supporting the work of the board and its committees, the staff work to address community inquiries and assist in resolving constituent issues. Feel free to contact the DM or staff with any questions or concerns. We are here to help.

Angel D. Mescain District Manager amescain@cb11m.org	Carly Wine Assistant District Manager cwine@cb11m.org	Marline Pierre Community Associate mpierre@cb11m.org
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For further information about the District Manager's role and responsibilities, please consult the Handbook for Community Board Members.

Board Office

The office is located at 1664 Park Avenue, Ground Floor, New York, NY 10035 and is open Monday through Friday, from 9am to 5pm. The main office number is 212-831-8929 and the general email is mn11@cb.nyc.gov

[By-Laws](#)

This document establishes the rules and regulations enacted by the board to provide a framework for its operation and management. Please be sure to read the entire document thoroughly.

Additionally, the board has established [Due Process Procedures](#) which set forth the procedures by which a board member may be removed for cause.

Board members are also required to comply with the NYC Conflicts of Interest Law. Please be sure to read [Appendix E - Conflict of Interest of the Handbook for Community Board Members](#) for a full understanding of this law and how it applies to your role as a community board member.

Statement of Continuing Eligibility and Conflicts of Interest Disclosure (Currently being drafted)

OPERATIONS

The actions and procedures of Community Boards and their committees are governed by the applicable provisions of the City Charter, the New York State Open Meetings Law (OML, Sections 100-111 of the New York State Public Officers Law) and Freedom of Information Law (FOIL, Sections 84-90 of the Public Officers Law). Community Boards are defined as public bodies and governmental agencies under these laws, which supersede any contrary provisions of an individual Community Board's by-laws or Robert's Rules of Order.

Meetings

Community Board 11's meetings are regularly held on a monthly basis between September through June and may be held, optionally, in July and August. The meetings calendar holds to a regular recurrence schedule and is subject to change. The meetings calendar is available on our website and will include meeting dates, times, agendas, locations and reference documents.

As a board member, you are required to regularly attend the meetings of the Full Board and the meetings of your assigned committees. Failure to attend regularly may result in your removal from membership.

Open Meetings Law

The NYS Open Meetings Law (OML) requires all meetings of public bodies, such as community boards, to be open to the public, but permits public bodies to close portions of their meetings ("go into executive session") when certain types of issues are to be discussed and the correct procedure to close a meeting is followed.

The Open Meetings Law defines a "meeting" as "the official convening of a public body for the purpose of conducting public business." A "public body" is "any entity, for which a quorum is required in order to conduct public business and which consists of two or more members, performing a governmental function for the state or for an agency or department thereof, or for a public corporation....or committee or subcommittee or other similar body of such public body."

The comprehensive definitions of the OML essentially mean that any group organized to perform a governmental function must make all of its meetings open to the public and must give proper notice of such meetings.

"...any time a public body gathers for the purpose of conducting public business (regardless of whether the body intends to take any action) the proceeding must be convened open to the public. Character-izing meetings as "work sessions", or using similar wording, does not relieve the body of the need to comply with the OML.

The OML does not apply whenever less than a quorum of the members of a public body get together, since no substantive public business may be done under those circumstances.

As it relates to the filming and recording of meetings, please note the following:

1. Any meeting of a public body that is open to the public shall be open to being photographed, broadcast, webcast, or otherwise recorded and/or transmitted by audio or video means.

2. A public body may adopt rules, consistent with recommendations from the committee on open government, reasonably governing the location of equipment and personnel used to photograph, broadcast, webcast, or otherwise record a meeting so as to conduct its proceedings in an orderly manner.

Parliamentary Procedure

Community Boards use parliamentary procedure to conduct their meetings. They can formally adopt written rules of procedures which confirm, add to, or deviate from parliamentary procedure itself. Since community boards are governmental and public bodies, Robert's Rules are superseded a board's by-laws, New York City Charter, and the New York State Open Meetings and Freedom of Information Laws.

Please read the [Guide to Parliamentary Procedure for Community Boards](#) to better understand how *Robert's Rules of Order* are utilized by community boards.

Small Meetings Policy (Currently being drafted)

Committees

Most of our work happens in committee meetings where we discuss proposed projects and programs, receive updates from agencies, and hear feedback from community residents and stakeholders.

Each committee is headed by a Committee Chair, includes at least three members, and meets at least once a month. In addition, the Board Chair may convene subcommittees or task forces, to review and make recommendations regarding specific topics. After a proposal is heard by the appropriate committee(s), a recommendation is then sent to be considered for ratification by the Full Board.

Each board member serves on at least two of our committees to which they are assigned by the Board Chair.

<i>Committee</i>	<i>Meets</i>	<i>Related agencies</i>
District Needs & Budget districtneeds@cb11m.org	3rd Thursday, 6:30pm	OMB, DCP
Economic Development & Culture ecodev@cb11m.org	2nd Tuesday, 6:30pm	SBS, EDC, DCLA, NYPL
Environment, Open Space & Parks eosp@cb11m.org	1st Thursday, 6:30pm	DPR, DEP, DSNY
Executive chair@cb11m.org	2nd Thursday, 6:30pm	
Human Services humanservices@cb11m.org	2nd Monday, 6:00pm	DoHMH, HRA, OMH, OASAS

Housing housing@cb11m.org	1st Tuesday, 6:30pm	HPD, NYCHA, DHS
Land Use, Landmarks & Planning landuse@cb11m.org	1st Wednesday, 6:30pm	DCP, HPD, LPC, BSA, EDC
Licenses & Permits licenses@cb11m.org	1st Wednesday, 6:00pm	SLA, SAPO, DCA, TLC
Office Oversight oversight@cb11m.org	3rd Wednesday, 6:00pm, as needed	OLR, MBPO
Public Safety & Transportation publicsafety@cb11m.org	1st Tuesday, 6:30pm	DOT, MTA, NYPD, FDNY, DANY
Youth & Education youth_education@cb11m.org	2nd Tuesday, 6:30pm	DOE, SCA, CUNY, SUNY

Committee Chair Responsibilities (Currently being drafted)

Agendas

Committee meeting agendas are determined by the committee chair in consultation with their respective staff liaison. Items may also be added to the agenda at the direction of the Board Chair and/or request of the District Manager.

Board members suggesting items to be added to a committee meeting agenda should contact the committee chair and staff liaison.

External parties wishing to be added to a committee meeting agenda should complete a [Committee Presentation Request Form](#) and submit it to the committee chair and staff liaison.

Notification

In accordance with OML, notice must be provided to the public of any meetings no less than five days in advance. Meeting notices are posted on the board website calendar and must include the date, time and location of the meeting. Ideally, the meeting agenda and documents relevant to the agenda items should be posted as well. Both the notice and documents must be shared with committee members five days prior to the meeting.

Policies & Procedures

Several of our committees have developed guidelines and procedures for reviewing applications for permits, licenses, and letters of support. Below is a list of those guidelines. Please read them thoroughly to understand the requirements and expectations of the applicants and committee.

Land Use, Landmarks & Planning

[Land Use and Planning Questionnaire](#) - Appendix includes our *Affordable Housing Development Guidelines, Affordable Housing Community Preference Guidelines, and Recommendations for Apprenticeship & Local Hiring*

[Land Use, Landmarks & Zoning Review Information](#)

Licenses & Permits

[Liquor License Application Review Procedures](#)

[Street Activity Permits Guidelines and Requirements](#)

[Newsstand License Application Review Procedures](#)

[Livery Base Station License Application Review Procedures](#)

Public Safety & Transportation

[Street and Avenue Name Changes Policies and Procedures](#)

Communication

Internal

Outside of board meetings, most communication within the board and its members is done via email. The staff will regularly share information relevant to the work of the board, community event notices as well as meeting notices, reminders and materials. The board chair, officers and committee chairs will also mostly communicate via email.

Communication among board members should be focused on board related matters and remain professional and respectful. Please alert the board chair or District Manager if any issues arise.

External

The board office will not share a board members' personal contact information with any outside parties under any circumstances without first checking with that board member for approval. However, staff will forward messages via email to board members upon request of an outside party.

Letters & Resolutions

Board positions are most often shared in the form of a letter or a resolution. Most often a simple letter of support is sufficient to communicate a board position. However, in some instances, the board may prefer to state its position more explicitly in the form of a resolution.

Style Guidelines

Please refer to the [CB11 Style Guidelines](#) for a better understanding of how we format our letters and resolutions as well as how to address communication to outside parties including elected officials and government agencies.

Social Media

Community Board 11 utilizes [Facebook](#) and [Twitter](#) to share information about board and community events. Our office also shares a weekly e-newsletter that includes alerts about community board meetings and agendas, community events and information about community resources.

CB11 Board Members Team Drive

In response to suggestions from some board members asking for a way for members to collaborate, we have created a [CB11 Board Members Team Drive](#).

The drive has been set up to include individual folders for each of our committees. The Executive Committee folder includes an agenda planning worksheet which the staff will use with the respective committee chairs to schedule agenda items.

All board members have been given access to this drive. However, you are required to have a Google Account in order to access the drive. Google accounts are free, totally [easy to set up](#) and can be set up without using a gmail address if you prefer. Once you access the drive you will be able to use the entire [Google Suite of tools](#) to prepare, edit, save and share documents.

Please think of these folders as sandboxes for the committees and their members to use to store reference materials, work out ideas, etc. Though the staff will have access to the drive, this is the board members' world and staff will not be responsible for checking every tweak, edit or idea that occurs in these sandboxes.

Additionally, the drive contains a [Board Member Resources](#) folder where you will find useful reference materials such as this guide, our bylaws, and several documents referenced in this guide.

APPENDIX: REFERENCE MATERIALS

- [Handbook for Community Board Members](#)
- [Manual for Participation in the Budget Process](#)
- [Guide to Parliamentary Procedures for NYC Community Boards](#)
- [New York City Government Organizational Chart](#)
- [Uniform Land Use Review Procedure \(ULURP\)](#)
 - [ULURP Process Map](#)
- [“Fair Share” Criteria: A Guide for City Agencies](#)
- [New York City Charter](#)
- [New York City Administrative Code](#)
- [New York State Open Meetings Law](#)