



DONOVAN RICHARDS
President

CITY OF NEW YORK
OFFICE OF THE
PRESIDENT OF THE BOROUGH OF QUEENS
120-55 QUEENS BOULEVARD
KEW GARDENS, NEW YORK 11424

718.286.3000
www.queensbp.org
info@queensbp.org

BYLAW REFORM INITIATIVE for QUEENS COMMUNITY BOARDS

*Issued by Queens Borough President Donovan Richards
April 1, 2021*

Queens Borough President Donovan Richards believes that it is long overdue for the Community Boards of Queens to comprehensively review and modernize their bylaws, policies, and procedures.

The Borough President is calling on each of Queens's fourteen Community Boards **to establish a bylaw revision committee** in April 2021. Each committee should include the Borough President, represented by staff, as an ex-officio member.

Although each Board should undertake a holistic review of their own bylaws, policies, and procedures, the Borough President is advocating for all Boards to adopt the following reforms:

- Setting a time certain to hear from the public at each public meeting, whether in person or online, and formalizing a process of accepting public comments remotely.
- Establishing officer nomination and election procedures that invite broader participation in board leadership.
- Electing a parliamentarian to promote procedural neutrality and decorum.
- Outlining procedures to ensure that the board meets legal requirements for the timely provision of public notices, agendas, and minutes, and to maintain an accessible website where the public can access this information in multiple languages.
- Mandating a video livestream of every board meeting and a publicly-accessible online archive of these recordings.
- Clarifying the board's internal member removal process.
- Enumerating the duties, responsibilities, and supervisory structure for professional staff.
- Designating a committee to review board bylaws every four years to examine their performance and recommend amendments, if necessary.