



Council of Brooklyn Neighborhoods

Structure and Governance

The Council of Brooklyn Neighborhoods [CBN or Group] is a coalition of recognized diverse community groups active in Community Boards 2, 3, 6, and 8, that are concerned with the cumulative effects of development proposed in their area of Brooklyn. Of particular focus is the development of the Atlantic/Vanderbilt rail yards ["the Yards"] As a group, we have experience in civic advocacy, transportation planning, neighborhood preservation, urban planning, the development of affordable housing, safety and security improvement, quality of life promotion, and small business development. We believe our collective background enables us to represent the concerns of our communities.

Structure

Membership

Membership is open to community organizations whose catchments area includes portions of New York City community districts 2, 3, 6 and 8, and who agree to the Group's terms of reference (Member Organizations), as defined as follows:

- First, that the scope of Member Organizations participation is to ensure that
 - a) the Environmental Review Process related to any development on the Yards is transparent, comprehensive, incorporates meaningful methodologies and assumptions, fully discloses all impacts, and effectively addresses all potential negative impacts;
 - b) the Environmental Review Process thoroughly explores all proposals to develop the Yards;
 - c) the community is effectively engaged throughout the Environmental Review Process, and the community obtains the financial resources, access to information and technical assistance to oversee and participate in the same.
- Second, that the Group will consult with recognized, technically competent professionals to help us better identify the issues which will affect our communities.
- Third, that it be agreed that the Group will reach out to other community based organizations to join it if it believes that additional constituent representation or relevant experience will enable it to better address its scope of activities.
- Fourth, that it be understood that any participation by the Member Organizations in the EIS process, either individually or collectively, does not constitute support for any particular project.
- Fifth, that participation by the Member Organizations will not be construed as a substitute for public hearings as provided for under city and/or state review processes.

Each Member Organization will be assessed a one time \$50 membership fee to cover operating costs of the Group.

Each Member Organization is entitled to one vote on motions raised at a General Meeting, so long as the Member Organization is in good standing or is not removed. To attain or remain in good standing, a Member Organization must have a Representative present at three of the last five General Meetings.

The Group may remove a Member Organization for failure to adhere to the Mission Statement. The Member Organization that is proposed to be removed will be allowed representation to defend itself. The vote to remove a Member Organization must be passed by a Supermajority [equal to or greater than 66% or two thirds] of Member Organizations in good standing, and if passed, will become effective immediately.



Representatives

Each Member Organization may nominate two Representatives to attend General Meetings. In addition, each elected official serving the New York City community districts 2, 3, 6 and 8 may also nominate an individual to serve as a Non-voting representative. Representatives lose standing if their Member Organization is removed.

Steering Committee

Representatives will nominate and elect a Steering Committee of up to nine (9) Representatives, of which not more than one will come from any single Member Organization. Membership on the Steering Committee will be for one year as long as a Steering Committee member remains in good standing, and is not removed. To remain in good standing, a Steering Committee member must have attended three of the last five Steering Committee Meetings. If a steering committee member is unable to attend a meeting, he or she may send a non-voting alternate from their organization. If a Steering Committee member cannot serve, a new Steering Committee member will be nominated and voted on at the next General Meeting. There is no limitation on the number of times a Representative may be elected as a Steering Committee member.

The Steering Committee will nominate and elect two Co-Chairmen from its members. The Co-Chairmen will serve a term of six (6) months. After that time, the Steering Committee will again nominate and elect Co-Chairmen. There is no limitation on the number of times a Steering Committee member can be elected Co-Chairman.

The Steering Committee will also nominate and elect a Secretary and Treasurer, who will serve a six (6) month term. There is no limit to the number of times a Steering Committee member can be elected Secretary or Treasurer.

Steering Committee members may be removed through the following procedure: A motion to schedule a vote to remove a Steering Committee member must be approved by a Majority [equal to or greater than 51% of Quorum] of Steering Committee members at a Steering Committee meeting. The vote to remove may be proposed to be scheduled for a regular Steering Committee Meeting or a Special Meeting. The Steering Committee member that is proposed to be removed will be allowed representation to defend himself or herself. The vote to remove a Steering Committee member must be passed by unanimous vote of Steering Committee members present, and if passed, will become effective immediately. Steering Committee members may also be removed through the following procedure: A motion to schedule a vote to remove a Steering Committee member for cause must be approved by a Majority vote at a General Meeting. The vote to remove may be proposed to be scheduled for a regular General Meeting or a Special Meeting. The Steering Committee member that is proposed to be removed will be allowed representation to defend himself or herself. The vote to remove a Steering Committee member must be passed by a Supermajority of members in good standing, and if passed, will become effective immediately.

Other committees

The Steering Committee may, by unanimous vote, create other committees to further the purposes of the Group, which committees will report to the Steering Committee. Nominations to such committees will be made by the Steering Committee members, and will be ratified by a Majority vote of Member Organizations at a General Meeting. Other Committees may also be created by a Majority vote at a General Meeting.



Functions

Meetings

Steering Committee Meeting

The Steering Committee will meet fortnightly, with a regular schedule published to Steering Committee members by email or other means. Minutes of Steering Committee meetings will be published by the Secretary as internal communications. Steering Committee meetings must be attended by a Quorum [equal or greater than 50% of steering committee members in good standing] of Steering Committee members for a vote to be taken.

General Meeting

The Group will hold a General Meeting on the second Tuesday of every month. Notice of the meeting will be published to Representatives by email with at least three (3) days notice. Minutes of General Meetings will be published by the Secretary as internal communications. General Meetings may be attended by elected officials or their representatives, District Managers and Community Board members.

Special meetings

Special meetings of either the Representatives or the Steering Committee may be called on three days' notice sent by email to the Representatives or the Steering Committee members, respectively. The agenda of the Special Meetings will be distributed with the notice, and no business other than that listed in the notice will be conducted at the Special Meeting. Attendance at Special Meetings is restricted to representatives of Member Organizations.

Internal communications

Internal communications to Representatives or Steering Committee members may be conducted by postal mail or email.

Public communications

Written public communications in the name of the Group must be approved by a Supermajority vote of the Steering Committee.

The Steering Committee may hold meetings with individuals or organizations outside the Group, but such meetings must be attended by at least three (3) members of the Steering Committee. Written minutes must be circulated to all Representatives following such meetings as internal communications

The Steering Committee may negotiate contracts with outside entities on behalf of the Group. Such agreements must be brought to the floor for discussion by Representatives at a General Meeting, and subsequently approved by a Majority vote of the Member Organizations in good standing at a General Meeting or a Special Meeting. The Steering Committee may then execute such approved contracts.

Structure Amendments

These guidelines may be amended by Supermajority vote of representatives at a General or Special Meeting.