

NEW YORK CITY YOUTH BOARD

BY-LAWS

(As Amended June 1, 2011)

ARTICLE I. NAME AND ADDRESS

The name of this organization shall be the New York City Youth Board (the “Board”). The office and the principal place of meetings of the Board shall be located c/o New York City Department of Youth and Community Development, 156 William Street, New York, New York 10038.

ARTICLE II. POWERS AND DUTIES

The Board shall serve as an advisory body to the Commissioner of the Department of Youth and Community Development with respect to the development of programs and policies relating to youth in the City of New York pursuant to Chapter 30 of the New York City Charter, Chapter 4 of Title 21 of the Administrative Code of the City of New York, Article 19-G of the New York State Executive Law, and regulations promulgated by the Director of the Division of Youth pursuant to such Article codified at Title 9 of the New York Code Rules and Regulations, Part 164, Subpart 165-1. The powers, duties and responsibilities of the Board are to:

(i) After consultation with the Commissioner of the Department of Youth and Community Development, recommend policies and/or plans which promote youth development and prevent delinquency.

(ii) Advocate for youth with the executive, administrative and legislative bodies and the community at large regarding the development of services and strategies which address locally identified youth problems and needs.

(iii) Establish closer cooperation among employers, labor, schools, churches, recreation and/or youth commissions, service clubs, youth and family service providers and other public and private agencies to encourage youth programs on the basis of local community planning.

(iv) Review and analyze grants given to the Department of Youth and Community Development from the Federal, State and City governments and from private individuals, corporations and associations, and assist the Commissioner in developing criteria for their allocation.

(v) In cooperation with the Commissioner of the Department of Youth and Community Development, review, analyze, and recommend the acceptance or rejection of proposals for the creation or expansion of recreational services and youth service projects or other youth programs as defined by the laws of the State of New York, and make appropriate recommendations to the Mayor.

(vi) Receive, review and analyze statistical records and data, including those that reflect the incidence and trends of delinquency and youthful crimes and offenses in the City. Make necessary studies and recommendations regarding the needs of youth residing in the City.

(vii) Appoint such advisory groups and committees as may be necessary to carry out the powers and duties of the Board.

(viii) Assist in the development of a comprehensive planning process, except as provided in section 165.2(a)(4)(i)(a) and (b) of Part 164 of Title 9 of the New York Code Rules and Regulations.

ARTICLE III. MEMBERS

Section 1. Appointment. The Chair and the members of the Board shall be appointed in accordance with the Charter of the City of New York. Membership will not be denied to anyone based on race, color, national origin, alienage or citizenship status, religion or creed, gender (including “gender identity”--which refers to a person’s actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), disability, age (18 and over), military status, prior record of arrest or conviction, marital status, partnership status, predisposing genetic characteristic, sexual orientation, or status as a victim or witness of domestic violence, sexual offenses and stalking.¹ Effective July 1, 2011, no member shall serve as an officer, director, or key employee of an entity that

does business with the Department of Youth and Community Development as a contractor, subcontractor, or consultant; provided, however, that a member appointed prior to July 1, 2011, who, when appointed, was serving as an officer, director, or key employee of an entity that does business with the Department of Youth and Community Development may continue so to serve.

Section 2. Number. The number of members constituting the entire Board shall be the number of members who have been appointed pursuant to the New York City Charter and have not resigned or been removed, but shall not be less than thirteen (13).

Section 3. Resignation. Any member of the Board may resign at any time by giving written notice of such resignation to the Secretary of the Board.

Section 4. Removal. Members may be removed at any time by the Mayor. The Board may, by vote of Board, recommend to the Mayor the removal of any member who has been identified by the Secretary of the Board in accordance with Article V, Section 2, Paragraph (c) of these By-Laws, as having attended less than fifty percent (50%) of the regularly scheduled meetings of the Board during a twelve (12) month period or as having failed to attend two (2) consecutive regularly scheduled meetings. The Board may, by vote of Board, recommend to the Mayor the removal of any member whose behavior the Board has found to be disruptive to the conduct and good order of the functions of the Board or the mission of the New York City Department of Youth and Community Development.

Section 5. Compensation. The members of the Board shall serve without compensation.

¹ This statement is consistent with the New York City Human Rights Law.

ARTICLE IV. MEETINGS

Section 1. Annual meeting. The Board shall hold its annual meeting on a date in September to be selected by the Chair for the purpose of electing officers, other than the Chair, the adoption of a schedule of meetings for the fiscal year, and the transaction of other business.

Section 2. Regular meetings. In addition to the annual meeting, the Board shall hold at least three (3) regular meetings at reasonable intervals throughout the year and shall meet on the dates and at the times established in its schedule of regular meetings for the fiscal year, as the same may be amended from time to time by the Board with the approval of the Chair.

Section 3. Special meetings. Special meetings of the Board may be called by the Chair or upon written demand of a majority of the entire Board.

Section 4. Notice of meetings. Notice to members of the Board of all annual and regular meetings shall be given by mailing the same to all members of the Board at least seven (7) business days before the day of the meeting to the residence, business or other address filed by the member with the Secretary of the Board and recorded in the records maintained by the Secretary for such purpose. Notice of special meetings shall be sent by mailgram or personal delivery or by other reasonable means to all members at least three (3) days before the day of the meeting. Such notice of annual, regular or special meetings may be waived by a member. Notice to members of the Board shall include an agenda of the matter or matters that will be considered at the meeting and shall be accompanied by the minutes of the last regular meeting (or, if no

regular meeting has been held since the last annual meeting, the minutes of the last annual meeting) and any special meetings held since the last regular (or annual) meeting.

Section 5. Quorum. The presence of a majority of the entire Board shall constitute a quorum.

Section 6. Voting. The affirmative vote of a majority of the entire Board present at a meeting shall be the act of the Board. Voting by proxy shall not be permitted at any meeting of the Board or of any committee of the Board.

Section 7. Location of meetings. All meetings shall be held at the office of the Board unless the Board provides for a different location in its notice to Members and the public. Any such location selected by the Board shall be reasonably accessible to Members of the Board, the general public and the handicapped. All meetings shall be open to public observation except for those conducted in executive session.

ARTICLE V. OFFICERS

Section 1. Officers. The Mayor shall designate one of the members of the Board to be the Chair. The Board shall elect from among its members a Vice-Chair, a Secretary and a Corresponding Secretary at its annual meeting pursuant to the following process. The Committee on Standards, Rules and Nominations shall propose a slate to the Board at its annual meeting. Notice of the presentation of a slate of officers by the Committee on Standards, Rules and Nominations, accompanied by a list of the proposed slate, shall be forwarded to the members of the Board as part of the notice of the annual meeting required by these By-Laws. The Board may accept or reject the proposed slate, in whole or in part. The term of office of the officers elected by the Board shall begin on the date of the annual meeting at which the officer was elected, or in the case of an

election to fill a vacancy, on the date specified in the resolution electing the member to fill such vacancy, and shall end at the annual meeting next succeeding the date of the member's election to his or her office or the date of his or her resignation or removal as a member of the Board, whichever is earlier.

Section 2. Powers and Duties of Officers.

(a) Chair. The Chair shall be the presiding officer of the Board. He or she shall chair all meetings of the Board and shall appoint all members of the committees of the Board. The Chairs shall do and perform such other duties as may be assigned to him or her by the Board. He or she may convene meetings of the Executive Committee.

(b) Vice-Chair. The Vice-Chair shall act in the place and stead of the Chair at the request of the Chair. The Vice-Chair shall perform such other duties as the Board shall assign to him or her.

(c) Secretary. The Secretary shall give notice of meetings, attend and record the minutes of all the meetings of the Board, including the votes of the Board, and maintain the archives of the Board. The Secretary shall keep records of the attendance of the members at annual and regular meetings of the Board and shall identify to the Board any member who has attended less than fifty percent (50%) of the regularly scheduled meetings of the Board during a twelve (12) month period or has failed to attend two (2) consecutive regularly scheduled meetings.

(d) Corresponding Secretary. The Corresponding Secretary shall, at the direction of the Chair or by a motion of the Board, draft for the Board's consideration all letters, correspondence, position papers, testimony or other communication as deemed necessary to express the will or position of the Board, except that routine business and

other administrative correspondence required of the Board may prepared and transmitted by the Corresponding Secretary without the prior approval of the Board.

(e) **Assistance.** The Secretary and the Corresponding Secretary shall be assisted in the conduct of their duties by the office of the Deputy Commissioner for Youth Services at the Department of Youth and Community Development.

Section 3. Removal. Any officer, other than Chair, may be removed by affirmative vote of two-thirds of the entire Board with or without cause. Any officer who ceases to be a Member for any reason shall be automatically removed as an officer.

Section 4. Vacancies. In case any office of the Board, other than the Chair, becomes vacant by death, resignation, removal, retirement or any other cause, the Board shall elect an officer to fill such vacancy for the unexpired term of such office in accordance with the following procedure. The Committee on Standards, Rules and Nominations shall propose a candidate for the vacancy to the Board at its next regularly scheduled meeting or a special meeting called for such purpose. Notice of the presentation of the candidate by the Committee on Standards, Rules and Nominations shall be forwarded to the members of the Board as part of the notice of the meeting required by these By-Laws. The Board may accept or reject the candidate.

ARTICLE VI. COMMITTEES

Section 1. Executive Committee. There shall be an Executive Committee consisting of the officers of the Board and the Commissioner of the Department of Youth and Community Development, who shall serve ex officio and without a vote. During the intervals between meetings, the Executive Committee, to the extent permitted by resolution and these By-Laws, shall have all the authority of the

Board, except such Committee shall have no authority to amend or repeal By-Laws or adopt new By-Laws or amend or repeal any resolution of the Board which by its terms is not so amendable or repealable. A quorum for meetings of the Executive Committee shall be a majority of the members of the committee provided the Commissioner shall be present.

Section 2. Committee on Standards, Rules and Nominations. There shall be a committee on Standards, Rules and Nominations consisting of seven (7) members of the Board appointed by the Chair. This Committee shall draft proposals for changes in the By-Laws at the request of the Chair and shall present them to the Board. This Committee shall also propose a slate of candidates for the offices of the Board, other than the Chair, at the annual meetings and propose candidates to fill vacancies as they occur.

Section 3. Other Committees. The Chair may from time to time authorize the creation, and appoint the members, of committees, including, but not limited to Activities, Development, Youth Fair, Public Relations and Legislative Liaison.

Section 4. The Chair. The Chair shall appoint members to committees in a manner that ensures that the membership of each committee fairly reflects the composition of the Board.

ARTICLE VII. CHANGES IN BY-LAWS

These By-Laws may be amended or repealed from time to time by the affirmative vote of two-thirds (2/3) of the entire Board. Proposed changes must be provided to the Department of Youth and Community Development for review as to their compliance with state and local laws, rules and regulations applicable to the Department

prior to the meeting at which they are considered and shall be set forth in full in the notice of the meeting at which they shall be considered. The Board shall consider proposed changes only after the Committee on Standards, Rules and Nominations has had an opportunity to prepare and present drafts of such changes.

ARTICLE VIII. ROBERT'S RULES OF ORDER

Any subject not covered by these By-Laws shall be governed by the applicable provisions of Robert's Rules of Order.