



CITY OF NEW YORK

**MANHATTAN COMMUNITY BOARD FOUR**

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**CHRISTINE BERTHET**  
Chair

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District Manager

## **Manhattan Community Board 4 Meeting Policy**

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*City Charter: Chapter 70 “City Government in the Community”, Section §2800 “Community boards”, subsection (d)(3) states:*

d. Each community board shall: (3) At its discretion hold public or private hearings or investigations with respect to any matter relating to the welfare of the district and its residents, but the board shall take action only at a meeting open to the public; [underline added].

The board Chair shall be informed of all meetings that occur and is an automatic invitee. There are five (5) types of non-public meetings that occur from time to time:

1. District Service Cabinet Meetings – City Charter mandated meetings between the board office and city agencies. Although the District Manager (DM) has the option to invite a community member to observe or a community representative to provide details, the meetings are not public meetings and not subject to the provisions of the *NYS Open Meetings Law*.
2. Follow-up of Board Policy or District Service Issues – part of the DM’s role is: “*executes the policy set by the community board*”. Also, “*serves as a conduit among residents of the district, members of the community board and district personnel*”.

This entails several types of meetings. Examples include (not a conclusive list) and office staff or authorized Board members may attend too:

- Survey establishments and/or specific neighborhood sites where there are community issues (e.g., street cafes, noise, and other district service related matters).
  - Meetings with contractors/developers before or during construction/renovation to go over concerns re noise, permits, closing streets, placement of cranes, etc.
  - Meetings with restaurant/bars re noise complaints, rear yard uses, posting, etc.
  - Meetings with an applicant that has already been before a committee to execute board policy and/or serving as a conduit.
3. Informational– From time to time a potential applicant or developer who is considering or is in the process of opening a business, establishment, non-profit/cultural/social association, or developing a site in the district may request to meet with the leadership of the

Board. These meetings can be useful to the board to get early warning of upcoming developments and to assist the business/developer in understanding existing Board policies,

Attendees should be mindful that these are informational, not decision making or proposal modification meetings. Potential applicants or developer shall (if applicable) also be directed to present at committee meetings for informal presentations prior to any certified presentation where a vote is needed.

The number of such meetings will be kept to the absolute minimum. The applicants will be encouraged instead to discuss the matter on the phone with the DM or to attend the next committee meeting.

The Board Office, after consultation with the applicable committee Chair(s) and the Board's Chair shall give adequate notice of time and date and will invite all Committee members to express an interest in attending the meeting. The Committee Chair(s) shall have the discretion to restrict the number of Committee member attendees to two. As much as feasible, the meetings will be scheduled at the beginning or end of the working day to ensure committee members can attend before or after work.

The Board Office, in consultation with the board Chair, may invite other committee chairs when the proposal being discussed includes issues that overlap committee purview.

Community Board members who have or may have a conflict of interest may not participate in informational meetings on behalf of the Board.

Committee chairs shall report on all meetings to their respective committees at the next committee meeting. Each meeting report will be added as a separate item on to the committee agenda. The Chair shall report to the executive committee and the full board on all meetings.

4. Constituent – meetings may be held with community residents, businesses, establishments, or city service agencies that involve neighborhood delivery of city services addressing community needs. The board office will at its discretion invite committee chairs and/or board members to participate. If things reach a point where it is felt the office cannot resolve things on its own these issues may be referred to either the Manhattan Borough President, Public Advocate, or Mayor as authorized by the City Charter or to an applicable board committee.

5. Miscellaneous – the office staff and some committee chairs and/or members are from time to time invited to meetings held by elected officials, community groups, city agencies, not-for-profit groups, citizens committees, task forces, et al. These are not meetings held by CB4 and those attending act as a conduit on behalf of the board. However, the Committee Chair shall report on the meeting at the next applicable Committee meeting.