COMMUNITY COUNCIL GUIDELINES



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TABLE OF CONTENTS

INTRODUCTION 3
HISTORY 5
PURPOSE 5
MISSION 5
OBJECTIVES 6
MEMBERSHIP 7
EXECUTIVE BOARD 8
DUTIES OF EXECUTIVE BOARD 9
MEETINGS 12
CONDUCT OF MEETINGS 13
VOTING 14
ELECTION PROCESS 14
TERMS OF OFFICE 16
VACANCIES 17
RECOMMENDATION FOR REMOVAL 17
REMOVAL OF EXECUTIVE BOARD MEMBER 17
RESIGNATION OF AN EXECUTIVE BOARD MEMBER 18
REMOVAL OF VOTING PRIVILEGES OF A COMMUNITY COUNCIL MEMBER 18
FINANCES AND RECORD KEEPING 19
REQUIRED EXECUTIVE BOARD INFORMATION 20
GOOD STANDING STATUS 20
PERSONAL DATA SHEET 20
ATTENDANCE LOG 21
STANDING/AD HOC COMMITTEES 21
IDENTIFICATION CARDS 23
COMMUNITY YOUTH REPRESENTATIVE 23

NEW YORK CITY POLICE DEPARTMENT

COMMUNITY AFFAIRS BUREAU

Police and Community Working Together

The Community Affairs Bureau was established to foster positive and productive police-community relations. Positive and productive community relations are accomplished when mutual understanding and partnerships with community residents, clergy, community leaders, business owners and stakeholders occurs. Our mission is to establish and maintain proactive relationships and open lines of communication with vested persons to address their questions and concerns in an effort to improve the quality of life in all neighborhoods. By gathering intelligence, dispelling rumors, disseminating accurate information and working collaboratively with other City agencies and community-based organizations we can better work with those persons living and working in the City of New York.

Community stakeholders have a great deal of input in shaping the climate of their communities, by sharing information and working together with the New York City Police Department. This relationship is an important one.

NEW YORK CITY POLICE DEPARTMENT

COMMUNITY COUNCIL GUIDELINES

History

New York City Police Department Community Councils were established in 1943. Today there are a total of eighty-six (86) New York City Police Department Community Councils throughout the five (5) boroughs. The Councils play an integral role by serving as a conduit of information between the police and community residents, clergy, community leaders, business owners and stakeholders; raising awareness and ensuring the needs of the community are reported and addressed. Community Councils are comprised of volunteers who give of their time, effort and who are committed to the betterment of their communities. Volunteerism is a core component in reinforcing the social fabric in our communities.

Purpose

The purpose of this document is to serve as the standing rule governing the Community Council Executive Boards and its members. All Community Councils shall adhere by the Community Council Guidelines, as published herein by the Community Affairs Bureau. All other publications, constitutions and bylaws adopted independently shall be considered null and void. Robert's Rules of Order, Newly Revised, 11th Edition, will apply unless it is in conflict with a regulation outlined in the New York City Police Department Community Council Guidelines.

Mission

The mission of the Community Council is to establish and maintain working partnerships between the New York City Police Department and community members; to improve public safety, quality of life and police-community relations throughout New York City. These working partnerships enable the Department in its crime-fighting strategy, build mutual trust and empower community members as stakeholders.

Objectives

1. Establish meaningful partnerships and maintain direct contact between the Commanding Officer, Community Affairs Officer, the Community Council Executive Board and the community;

2. Encourage community members to report public safety and quality of life issues to the New York City Police Department; encourage community members to help establish methods to decrease these public safety and quality of life infractions;

3. Raise awareness of law enforcement efforts (e.g. wanted person information, crime patterns, etc.) and actively partner with the Department to improve relationships and encourage community participation throughout New York City;

4. Promote existing New York City Police Department programs that enhance public safety, quality of life and police-community relations; including but not limited to:

a. Block Watchers

b. Civilian Observation Patrols

c. Auxiliary Police

d. Civilian Observer Ride-Along

e. Citizen's Police Academy

f. Explorers Program

g. Crime Prevention programs

h. Summer Youth Police Academy

Please visit our website at *www.nypdcommunityaffairs.org* to view a full description of all of our programs.

5. Develop innovative ways to stimulate community participation by initiating Council sponsored programs such as graffiti cleanup initiatives, block beautification programs, crime prevention seminars and police-youth events to improve quality of life and public safety *(It is strongly recommended that Community Councils create new and interesting ways to involve the community to participate in programs that benefit the community as a whole)*;

6. Develop ways to increase Council membership (*Create innovative methods to raise awareness and highlight the importance of the Community Council).*

A. MEMBERSHIP

1. Community members 18 years of age residing or operating a business in the community, or serving as a member of a local civic organization or religious institution are eligible to become an official member of a Community Council;
2. The following may not serve on the Community Council Executive Board, but may be part of the general Council membership:
a. Elected or appointed political officials (excluding appointed Community Board Members);
b. Full-time employees of the New York City Police Department.
c. A Community Youth Representative, who shall be a non-voting member of the Council, elected pursuant to terms set forth herein (ITEM R).
3. Executive Board and Council membership is an unpaid voluntary position;
4. All members in good standing, except for the community youth representative, are eligible to vote on Council business (Item M);
5. Council members will complete a Personal Data Sheet. (Item N);
6. Each member of the Council must sign an attendance log at the beginning of each meeting;
7. Council activities are to be inclusive to all members of the community;
8. When serving in the capacity as Community Council Executive Board members at meetings/events, members are required to maintain non-partisan political positions and shall not endorse any political candidate or political party; the Community Council President and Sergeant-at-Arms shall ensure this restriction is enforced.

B. EXECUTIVE BOARD

The Executive Board shall consist of all elected Council members. The Executive Board should consist of seven (7) elected members to be considered functioning at optimal level, but **must** maintain a minimum of five (5) elected members to be considered a functional Board. The Executive Board must consist of:

One (1) President

One (1) Vice President

One (1) Treasurer

One (1) Recording Secretary

One (1) Sergeant-at-Arms

One (1) Corresponding Secretary and one (1) Assistant Secretary are not required for Boards consisting of less than seven (7) members.

The Executive Board will oversee all operations and present policy decisions recommended to the general membership. The Executive Board will not publicly endorse a political candidate under any circumstances at Community Council meeting/events, whether the political figure is present or not. Executive Board members that are employed by elected/appointed political officials may not push their agenda or operate within that role at Council meetings.

During political elections, the Council President and Sergeant-at-Arms will strictly enforce that political candidates and their staff do not make any statements or speeches that are political in nature at council meetings/events.

DUTIES OF EXECUTIVE BOARD MEMBERS

PRESIDENT:

1. Preside at all meetings and call special meetings, if necessary;

2. The President will cast the deciding vote on motions brought to the floor that have resulted in a tie. This deciding vote does not apply in the election process for Executive Board membership;

3. Co-sign checks written in the name of the Council with the Treasurer; in exigent circumstances or in the absence of the Treasurer, the Recording Secretary may co-sign with the President;

4. Serve as official representative of the Council in accordance with the policies set forth by the Executive Board, unless otherwise amended by the Chief of Community Affairs. Nominate chairpersons of all standing and ad-hoc committees (Item P), with ratification by the majority of the full membership;

5. Visit with the Precinct Commanding Officer frequently, but not less than quarterly, to discuss community issues and concerns. Work collectively to find innovative ways to increase membership while being inclusive of all groups who reside or do business within the precinct;

6. Provide Police Department public safety-related information (e.g. crime patterns, crime trends, wanted posters etc.) to Community Council members to disseminate via email and/or other methods of communication to community residents, clergy, community leaders, business owners and stakeholders;

7. Secure Department-issued Community Council identification card and have in possession when conducting Council business (Item Q);

8. Perform all other duties pertaining to the office.

VICE PRESIDENT:

1. Preside at all meetings in the absence of the President;

2. Assist the President in carrying out duties;

3. Oversee committees and report committee activity to the Executive Board;

4. Secure Department-issued Community Council identification card and have in possession when conducting Council business (Item Q).

TREASURER:

1. Be responsible for all financial matters of the Council;

2. Maintain an accurate record of all financial matters;

3. Prepare a financial report to be read at all Council and Executive Board meetings.

    Maintain a copy of financial reports on file and make available in the precinct's Community Affairs office for inspection. A member in good standing may submit a request to the Council President to inspect financial records. Submit an Annual Financial Report of all expenditures to the membership at a regular meeting at the end of the fiscal year ending June 30th. A copy of the report must be submitted to the Chief of Community Affairs;

4. Maintain a bank account in the name of the Community Council at a bank approved by the Executive Board;

5. Co-sign checks with the President; withdrawals shall be valid if co-signed by the President and Treasurer; the Recording Secretary may co-sign checks or withdrawals in the name of the Council with the President in exigent circumstances or in the absence of the Treasurer;

6. Serve as a member of the Corporate Affairs and Fundraising Committee (Item P);

7. Perform such other duties as delegated by the Community Council President.

RECORDING SECRETARY:

1. Record minutes of all proceedings at Council and Executive Board meetings;

2. Maintain meeting minutes, attendance records and all correspondence on file and make available in the precinct's Community Affairs records for inspection;

3. Forward a copy of the meeting minutes and attendance records to the Office of the Chief of Community Affairs; highlighting the issues and concerns presented at the meeting. This report will be forwarded no later than ten (10) business days after the meeting.

4. Read minutes of the previous meeting at the beginning of all Council meetings;

5. A member in good standing may review previous minutes and attendance records by appointment;

6. Maintain the Community Council social media sites i.e Facebook, Twitter, etc.; this responsibility may be delegated to the corresponding secretary, if this position is staffed;

7. May co-sign checks written in the name of the Council with the President in exigent circumstances or in the absence of the Treasurer;

8. Determine members in good standing by using current attendance records;

9. Perform such other duties as delegated by the Community Council President.

CORRESPONDING AND ASSISTANT SECRETARIES *(Executive Boards with five (5) members will delegate the following duties to the Recording Secretary)*:

1. The Assistant Secretary shall perform such duties in the absence of both the Recording and Corresponding Secretaries;

2. Be responsible for all Executive Board and Council correspondence;

3. Maintain a mailing list including email addresses of all members in good standing;

4. Prepare and mail/email out all notices of meetings ten (10) days prior to all council meetings, highlighting on notices if meeting location or time has changed;

5. Maintain the attendance records for the Council;

6. Record minutes in the absence of the Recording Secretary;

7. Perform all other duties as delegated by the Community Council President.

SERGEANT-AT-ARMS:

1. Maintain order at all meetings;

2. Maintain a copy of Robert's Rules of Order, Newly Revised, 11th Edition;

3. Assist the President in resolving any dispute concerning meeting operations in accordance with the Community Council Guidelines and Robert's Rules of Order, Newly Revised, 11th Edition;

4. Perform such other duties as delegated by the Community Council President.

C. MEETINGS

1. Councils may meet at their respective Precinct/Police Service Area (PSA) or at a designated meeting location within Precinct/Police Service Area (PSA) boundaries. At least two (2) Council meetings should be held at an alternate location other than the designated meeting location; this ensures that consideration may be given to other members as well as attaining maximum participation at Community Council meetings;

2. Notices of Council meetings must be given to all members in good standing ten (10) days prior to each scheduled monthly meeting by regular mail or email if there is a location or time change;

3. Councils shall hold a minimum of eight (8) meetings and should strive to have a cumulative annual attendance of three-hundred (300) community members per calendar year. Councils who do not reach this goal should consider increasing their recruitment activities to increase membership;

4. Meetings are to start and end on time; this imparts professionalism, and consideration for members' time as valuable and is important for retention as well as for recruitment purposes;

5. The President will call the meeting to order and must follow their planned agenda covering the Council's order of business (see "Meeting Plan" - Robert's Rules of Order Newly Revised, 11th Edition);

6. New members must sign the attendance log and will be directed to complete a Personal Data Sheet (see Item N);

7. Each member of the Council must sign in the attendance log at the beginning of each meeting. The Commanding Officer or designee will maintain the attendance log in a bound Department ledger:

a. Failure to sign this log may affect a member's eligibility to vote on Council matters or run for an Executive Board position. Council members are prohibited from signing other members in the attendance log;

b. The attendance log will be available to sign at the beginning of the meeting and until 30 minutes from the start of the meeting.

8. Councils may adjourn during July and August, if approved by the Council;

9. Guest speakers should be carefully selected and instructed not to endorse any political party or political candidate;

10. No elected officials or political candidate attending Community Council meetings may campaign at council meetings;
11. The President will ensure that there is a process and an appropriate forum in which Community Council members can voice their concerns/complaints to Precinct personnel without disrupting the Council meeting agenda. This process will include the documentation of complaints and the disposition of each complaint lodged. Council Presidents should consider allowing ample time at the end of each meeting for community members to have their concerns heard and documented by a member of the Executive Board. The President will receive a copy of the complaint from the Executive Board member in writing. The President will inform the Precinct Commanding Officer of the complaints/concerns brought to the attention of the Council. The Precinct Commanding Officer or designee will address each complaint/concern and will provide the Council President with a resolution or response. The Council member who lodged the complaint /concern will be provided with a response/ resolution by a member of the Executive Board. Additionally, frequent complaints or an inordinate number of complaints for the same issue will be addressed at the next meeting by the Precinct Commanding Officer.

1. CONDUCT OF MEETINGS

The President of the Council shall preside over all meetings ensuring that Council business is executed. The Sergeant-at-Arms will maintain order at all meetings assisting the President and will maintain a copy of the New York City Police Department's Community Council Guidelines and of Robert's Rules of Order, Newly Revised, 11th Edition during Executive Board and Council meetings. The Council Guidelines shall govern the meetings of the Council. All Council meetings shall be conducted in good order.

D. VOTING

1. NOMINATING AND GENERAL VOTES

A member of the Community Council who is in good standing (Item M) must have attended four (4) or more meetings in the past ~~twelve (12)~~ ***TWENTY-FOUR (24)*** month period in order to be able to cast a vote. Only those members who are in good standing will be eligible to nominate members for Executive Board positions, run for office or vote in Council elections. Anytime a vote is required, 20% of the general membership in good standing shall constitute a quorum. A quorum is a minimum number of members that must be present. A quorum must be reached and maintained at any general membership or Executive Board meeting where a vote will be taking place. If a quorum is not reached, any Council business that requires a vote will be postponed until the next meetingwhere a quorum can be reached. Votes are to be made by those Council members present; no absentee votes or proxy voting will be allowed.

2. EXECUTIVE BOARD VOTES

Only members of the Executive Board, who are in good standing, will be permitted to vote on issues presented at Executive Board meetings. Anytime a vote is required, 50% of the Executive Board members shall constitute a quorum. A vote will be postponed if there is not a quorum.

E. ELECTION PROCESS

1. The election shall be coordinated by the Election Committee (Item P) and the Commanding Officer or designee;

2. At the March meeting, the President and the Commanding Officer will review the attendance and choose three (3) members in good standing to comprise an Election Committee; ***IF THE COMMUNITY COUNCIL HAS ALREADY HELD THEIR MARCH MEETING PRIOR TO THIS PUBLICATION, A SPECIAL MEETING MUST BE CALLED PRIOR TO THE APRIL MEETING TO COMPRISE AN ELECTION COMMITTEE. IN ADDITION, THE SPECIAL MEETING CAN BE HELD VIRTUALLY.***

3. This Election Committee and Commanding officer will review and determine who is eligible to vote and run for office. No member of the Election Committee shall be allowed to seek office for the upcoming election;

4. Eligible voters and candidates will be those members who have attended at least four (4) regular meetings within the past ~~twelve (12)~~ ***TWENTY-FOUR (24)*** month period. ~~This period will not include April and May meetings~~;

5. At the beginning of the April meeting, the Election Committee shall present the eligible voterand candidate lists to the Council members. Challenges to the eligibility lists shall be addressedat this time;

6. During the May meeting, nominations will be taken from the floor for all positions on the Executive Board. Candidates may run for only one position on the Executive Board per election;

7. The election shall be held at the regularly scheduled June meeting;

8. The Election Committee and the Commanding Officer or designee, shall create ballots with the names of all nominated candidates. The order of candidates for each position on the ballot shall be alphabetical;

9. There shall be sufficient ballots prepared to accommodate the number of eligible voters;

10. The election shall be by secret ballot. The ballots will be numbered on the back, and will be initialed by a member of the Election Committee and the Commanding Officer or designee. This will serve as a control number. Ballots will be distributed in a random order. No ballot will be identified by the voter's name;

11. The Election Committee will ensure that the ballots are distributed in random order. Eligible voters must be present and cast their ballot personally. No proxy voting shall be permitted. Each eligible voter present will be issued one ballot. A check will be made on the eligible voters list under the caption "Ballot Issued";

12. After all ballots have been distributed, a period of fifteen (15) minutes shall be given for voters to make their selections. Each voter shall place their ballot into the ballot box. A check will be made on the eligible voter list that the ballot was received from the voter;

13. Members cannot vote for more than one candidate per position. Any ballot marked more than once for one position will not be counted. Portions of the ballot completed properly will be counted;

14. After all the ballots have been collected; the Election Committee and the Commanding Officer or designee will tally the votes. The results of the election will be announced immediately. In case of a tie, candidates will be given an opportunity to address the membership

for five minutes. A second vote will be held immediately after both candidates have addressed the membership. A second ballot with blank slots will be distributed amongst eligible voters. This ballot will be initialed by a member of the Election Committee and the Commanding Officer or designee; this will also have a control number. If there is still a tie for the Presidency,the incumbent Executive Board will cast the deciding vote; if there is a tie for an Executive Board position other than the President, the incumbent President will cast the deciding vote. TheElection Committee will collect and count the ballots. The results will be read by the Commanding Officer;

15. The Commanding Officer or designee will announce the results of the election;

16. Officers elected in June shall assume their positions on July 1st of the election year;

17. Elections will not be postponed unless approval is granted by the Chief of Community Affairs.

Special Elections

If an Executive Board member declines to serve the unexpired portion of a term, the President will nominate a suitable candidate from the general membership with two-thirds (2/3) of the Executive Board's approval of said nomination.

F. TERMS OF OFFICE

A Community Council Executive Board member shall only be able to serve four (4) consecutive, two (2) year terms; however, any Community Council Executive Board member who has served more than the terms outlined without opposition or unchallenged during elections, prior to the publication of these Guidelines, is "grandfathered in" the position and can only be removed if they are voted out or relieved of their duties by the Chief of Community Affairs. Moreover, all newly appointed Presidents must adhere to the four (4) consecutive, two (2) year term limits. Non-consecutive terms are unlimited. Those newly appointed to their positions at the end of four (4) consecutive two (2) year terms may not run for any Executive Board position in the election held in their last month of office. Executive Board members will be eligible to run for any position after a full-term (July-June) has passed without holding any elected Executive Board position.

IF A COMMUNTIY COUNCIL EXECUTIVE BOARD MEMBER IS TERM LIMITED AND UNCHALLENGED, THE MEMBER MAY SERVE AN ADDITIONAL ONE YEAR.

G. VACANCIES

If an Executive Board position of President becomes vacant during the term of office the Vice President will fill the position. If the Vice President declines the position of President, the existing Executive Board members will hold a special election (Item E-Special Elections). If the Vice President position becomes vacant during the term of office a special election will be held to fill the position. If an Executive Board position becomes vacant during the term of office, Board members will move up to the position directly above their position. If an Executive Board Member declines the new position or a vacancy is created as a result, the position will be filled by holding a special election.

For the purpose of filling vacancies, the order of succession will be:

1. Treasurer
2. Recording Secretary
3. Sergeant-at-Arms
4. Corresponding Secretary
5. Assistant Secretary

H. RECOMMENDATION FOR REMOVAL

The recommendation to remove a member of the Executive Board must be made in writing to the Chief of Community Affairs by two-thirds (2/3) of the Executive Board and the recommendation of the respective Precinct/PSA Commander. The Executive Board member who is the subject of removal must be notified in writing by the Precinct/ PSA Commander.

I. REMOVAL OF EXECUTIVE BOARD MEMBER

Any Executive Board member with exception of the Council President and Vice President whose conduct is de*trimental to the goals of* the Council or who has not lived up to the expectations of their designated job description ***may*** be removed by two thirds (2/3) of the vote of the general membership and with final approval by the Precinct/PSA Commanding Officer. The final decision to remove the Council President and/or Vice President requires the approval of the Chief of Community Affairs. The Executive Board member removed will not serve for a period of one year.

Any Executive Board member who is arrested for a Penal Law misdemeanor or felony will notify the Chief of Community Affairs. Pending the adjudication of the charges, the Executive Board member will be temporarily relieved of their duties. Exceptions will be made on a case by case basis at the discretion of the Chief of Community Affairs. A request to be reinstated must be made in writing to the Chief of Community Affairs.

In the event an Executive Board member is found guilty of any charges presented and is removed from office, the Council will adhere to the rules outlined in (Item H - Vacancies). Council members who wish to run for an Executive Board position shall not have any Penal Law misdemeanor or felony convictions. Exceptions will be made on a case by case basis at the discretion of the Chief of Community Affairs. A written appeal may be made to the Executive Board by the Executive Board member within thirty (30) days.

Resignation of an Executive Board Member – An Executive Board Member can resign from their position at any time by submitting a letter of resignation to the Executive Board.

J. REMOVAL OF VOTING PRIVILEGES OF A COMMUNITY COUNCIL MEMBER

A Community Council member's conduct or behavior that is detrimental or contrary to the goals of the Community Council may be removed of his/her voting privileges by two-thirds (2/3) of the general membership. Any Council member who has been stripped of their voting privileges will lose them for a twelve (12) month period.

a. This Council member may still attend Council meetings however, voting privileges will be suspended for elections or any other matters;

b. A member of the Council may appeal the removal of his/her privileges to the Appeal Committee within thirty (30) days.

K. FINANCES AND RECORD KEEPING

1. The Council shall maintain a fiscal year of July 1st through June 30th. The Council shall limit its fundraising to no more than $50,000.00 each fiscal year. Should the Council, under exceptional circumstances, wish to increase its fundraising to more than $50,000.00, the Council must submit a written request to the Chief of Community Affairs and a copy to the Commanding Officer or designee. The Council will proceed with fundraising efforts for amounts in excess of $50,000.00, upon approval of the written request by the Chief of Community Affairs. If at any time, fundraising exceeds $50,000.00 or total funds on hand are in excess of $50,000.00, the Council President must notify the Commanding Officer and the Chief of Community Affairs in writing.

1. All Council funds shall be expended solely for the purpose of advancing public safety, quality of life and police-community relations as described in the "Overview." In order for funds or donations to be reallocated from an earmarked event, a written request must be made to the Executive Board. The Executive Board must approve of such reallocation;

2. Any dispute Council members may have regarding the merits of any financial records or expenditures, etc., must be made in writing to the Chief of Community Affairs. The Chief of Community Affairs will determine if a Certified Public Accountant needs to be hired to verify the accuracy of financial records and/or expenditures;

3. Executive Board and Council members will not receive compensation for any services they provide from their position in the Council (e.g. compensation for administering a grant received by or through the Council);

4. Executive Board members are not required to disclose postal or electronic mail to non-Executive Board members;

5. Mail received in the name of the council shall not be opened by non-Executive Board members;

6. Community Council Guidelines may be viewed on the Bureau's website at *www.nypdcommunityaffairs.org*. Guidelines will be made available upon request to any interested party; this allows for transparency within the organization.

L. REQUIRED EXECUTIVE BOARD INFORMATION

Councils are required to provide the Community Affairs Bureau with the name, address, telephone number and email address of all Executive Board members in writing and to provide immediate written notification upon any changes in that information.

M. GOOD STANDING STATUS

A member in "good standing" is a member who has attended four (4) or more regular meetings within twelve (12) month period of the current Council calendar year. This member has not had their voting privileges revoked for non-compliance with New York City Police Department Community Council Guidelines, Roberts Rules of Order, Newly Revised, 11th Edition as outlined in the Council Guidelines or any directive set forth by the Community Affairs Bureau.

N. PERSONAL DATA SHEET

The Personal Data Sheet is confidential and shall not be made available to the public. It shall contain the name, date of birth, signature, home and business addresses, home and business telephone numbers, email address of the Council member. No other information will be contained on the Personal Data Sheet. Commanding Officers or designee will maintain the Personal Data Sheets at the Precinct. No copies shall be made or kept by any Executive Board member or Council member.

O. ATTENDANCE LOG

The Commanding Officer or designee will maintain the attendance log in a bound Department ledger and inspect the log periodically. Failure to sign this log will jeopardize a member's ability to vote on Council matters. A member must personally sign the attendance log. Council members are prohibited to sign for other members. New members shall sign the attendance log and be directed to complete a Personal Data Sheet.

P. STANDING/AD HOC COMMITTEES

Election Committee (Ad Hoc)

1. This committee will be established at the March meeting or in the event of a special election. The committee will consist of three (3) members in good standing. These members along with the Commanding Officer or designee will establish eligibility of those members wishing to run for office and/or vote.

Public Safety Committee

1. This committee will work with police personnel and other agencies to facilitate initiatives to aid in the prevention and protection of the public from dangers affecting safety, such as crimes or natural disasters.

Events Planning Committee

1. Coordinate overall Council activities;

2. Outline annual plan for New York City Police Department Community Council

3. In addition to planning Council events, this committee is responsible for creating innovative programs, events, special projects and/or initiatives which address the expressed needs of the communities concerned;

4. Promptly inform their respective Commanding Officer and/or other key police personnel of planned events and activities. Maintain contact with police personnel to ensure that the Council is aware of police functions, planned events and initiatives when feasible.

Corporate Affairs and Fundraising Committee

1. This committee will actively seek the financial support of organizations not limited to the confines of their respective Precinct and/or Police Service Area, in an effort to fund their respective Council's programs, events and/or initiatives.

Recruitment Committee

1. This committee will be responsible for the active recruitment of community members

2. Create an outreach program that promotes the inclusion of the diverse ethnic groups that make up the precinct population. Create an outreach program, designed to increase participation from youth residing within your respective command

3. This committee's goal is to increase the membership by a minimum of twenty (20) percent each calendar year.

Appeal Committee (Ad Hoc)

1. This is an ad hoc committee that will consist of five (5) members: of one (1) Community Council President other than the Precinct or PSA involved and two (2) Patrol Borough / Housing Bureau Community Affairs Supervisor, one (1) Community Affairs Bureau- Borough Outreach Lieutenant, and one (1) Community Affairs Bureau Parliamentarian (contact the Community Affairs Bureau to activate this committee);

This committee will preside over hearings related to and investigate issues regarding ethics and non-compliance with the New York City Police Department Community Council Guidelines and the Robert's Rules of Order Newly Revised, 11th Edition

2. Members will remain impartial while reviewing items brought to their attention for appropriate action;

3. This committee will oversee appeals brought by a removed Executive Board member or a Council Member whose privileges have been revoked;

4. Their recommendation will be made in writing to the Chief of Community Affairs within ten (10) business days from the date the matter is appealed formally. The Appeal Committee will convey the final decision to the Executive Board in writing.

Q. IDENTIFICATION CARDS

The President and Vice President will be provided with an official identification card issued by the Community Affairs Bureau and will only be used when exclusively conducting Community Council business. This card does not entitle him/her to any special privileges. The President and Vice President will safeguard their Community Council identification card and will surrender it at the end of their term or upon request of the Chief of Community Affairs. A lost identification card will be reported to the Precinct. If the President or Vice President is arrested for a Penal Law misdemeanor or felony, the Department-issued identification will be surrendered at the time of arrest.

R. COMMUNITY YOUTH REPRESENTATIVE

1. ELIGIBILITY

The Community Youth Representative shall be an individual who is a resident of such Community Council District that is at least sixteen (16) but less than eighteen (18) years of age, who otherwise may be considered an individual in good standing as determined by the Commanding Officer or designee.

The Community Youth Representative is a non-voting member and shall not participate in any votes by the Executive Board or the entirety of the Community Council.

2. ELECTION PROCESS

Members of the Community Council and the Executive Board, who are in good standing may nominate one (1) eligible individual who is at least sixteen (16) years but less than eighteen (18) years of age who shall be duly elected as the Community Youth Representative, who shall be a non-voting member of such Council.

3. TERMS OF OFFICE

The Community Youth Representative shall serve a term concurrently with the two (2) year terms of the members of the Executive Board or until such Representative reaches the age of eighteen (18) whichever comes first. Upon becoming eighteen (18) years old, such representative shall be considered a member of the Community Council who is in good standing unless otherwise removed.

In the event that such Community Youth Representative reaches the age of eighteen (18), is removed, determined to no longer be in good standing, or is otherwise no longer able to serve in such capacity, a special election may be held for the election of another eligible individual to serve the remainder of the two (2) year term.

4. DUTIES AND RESPONSIBILITIES

The Community Youth Representative shall provide a comprehensive perspective on youth issues of interest to the community to the Precinct Commander, Executive Board and the Community Council whenever possible; and may participate in all business, other than official votes of the Community Council, including but not limited to, attending regularly stated Council meetings, meetings of standing committees, and all other events designated by the Community Council.