

One of the major components of the Community Board's mission is to represent the interests of the community at large to agencies and to inform the residents of the district of government or private actions that may affect them. Thus, timely communication of information is critical to fulfilling this mission. CB4's bylaws reflect such mission in the sections "Agenda of the Board" and "Duties of Chairperson":

A. Agenda *An agenda shall be drafted by the Chairperson of the Board in consultation with the Executive Committee and the District Manager. In order to encourage public participation, items of major public interest should be placed as early as possible on the agenda. Copies of the agenda shall be mailed to Board members no less than five calendar days before the meeting, and shall otherwise be distributed or posted in accordance with law.*

d. *Ensure that public notification of committee meetings and the business to be conducted is posted as per paragraph X-G (Notification) below, and, in addition, that any interested parties are notified.*

G. Notification *Committee chairpersons shall, in cooperation with the Board office, ensure to the extent feasible that persons, businesses, organizations, and agencies shall be notified of items coming before their committees when such persons or entities may have an interest in or be affected by action on such items.*

In order to comply with our by-laws, the following rules will be effective as of February 1st, 2013.

- **Final Committee Agendas, including meeting location, will be emailed to the members and the public 5 days before the committee takes place.** Topics emerging thereafter will be discussed as "new business" and put on next month's agenda to allow for proper outreach.
- **Final Board Agenda will be emailed to the members and the public on the latter of 5 days or the Friday preceding the board.** Preparing this mailing is time consuming and depends on NYC Department of Information Technology to take action on the web site. **Items will be included on the agenda only if the office receives the related letters, in their final form, no later than the Executive Committee's meeting, unless otherwise agreed to by the Chairperson.**