

## Manhattan Community Board Five

---

Vikki Barbero, Chair

450 Seventh Avenue, Suite 2109  
New York, NY 10123-2199  
212.465.0907

Marisa Maack, District Manager

### ***MANHATTAN COMMUNITY BOARD FIVE - POLICY ON PUBLIC NOTIFICATION***

WHEREAS, Manhattan Community Board Five wishes to adopt a policy that (a) complies with the requirements of the Open Meetings Law and (b) maximizes community understanding of and involvement in our proceedings by means in addition to what is required under the Open Meetings Law;

WHEREAS, the Open Meetings Law requires that notice be given to the news media and posted prior to every meeting. Specifically, §104 of that statute provides that:

1. Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given to the news media and shall be conspicuously posted in one or more designated public locations at least seventy-two hours before each meeting;
2. Public notice of the time and place of every other meeting shall be given, to the extent practicable, to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior thereto; and
3. The public notice provided for by this section shall not be construed to require publication as a legal notice;

WHEREAS, in addition to the foregoing requirements of the Open Meetings Law, CB5 wishes to establish additional procedures (“Additional Notification”) to better engage the public in our proceedings;

WHEREAS, the content, method, timing, and frequency of Additional Notification is subjective and can vary depending on the particular facts and circumstances of each application. Therefore, we must rely on the judgment and expertise of the respective committee chairs to determine what is appropriate in each case;

**RESOLVED, that, in furtherance of the foregoing, Community Board Five hereby adopts the attached policy on public notification.**

## MANHATTAN COMMUNITY BOARD FIVE

### POLICY ON PUBLIC NOTIFICATION

#### NOTICE OF COMMITTEE AND BOARD MEETINGS:

- 1) The time and place of CB5's committee and board meetings shall be given to the news media and shall be posted on a bulletin board outside the CB5 office at least seventy-two hours before such meetings. If the meeting is scheduled (or is changed) less than one week in advance, notice to the news media shall be given and posting on the bulletin board shall be done as soon as possible.
- 2) Notices to the news media shall be given to at least one news media organization (including newspapers, radio and television stations) that people who may be interested in attending our meetings would have access to. The District Manager shall determine, from time to time, which news media organizations are given notices and how such notices are delivered;

#### NOTICE OF APPLICATIONS:

- 1) For each application to be heard by CB5, the public shall be notified of the time, place, and subject of the committee and board proceedings regarding such application. Upon receipt of an application, the respective committee chair shall determine (i) who may be affected by such application, (ii) how such persons should be notified, and (iii) who shall perform such notification. In the discretion of the committee chair, the method of notification shall be reasonably calculated to reach persons affected (or potentially affected) by the application, and the timing and frequency of notifications shall be reasonable and appropriate under the circumstances.
- 2) There are many ways the public may be notified of an application to be heard by CB5. The following are some options that may be appropriate depending on the circumstances of a particular application:
  - a) Announcement in the CB5 newsletter
  - b) Announcement on the applicant's website or newsletter
  - c) Email to particular interested parties
  - d) Email to the CB5 contact list
  - e) Meeting personally with interested parties;
  - f) Notification to BIDs, block associations, schools, places of worship or assembly, or other organizations
  - g) Notification to radio and television stations that broadcast in the area
  - h) Posting of flyers (suggested form attached) in a designated area and/or at specific locations
  - i) Delivery of flyers to affected individuals, buildings, or representatives
  - j) Newspaper or magazine advertisement

- 3) At the discretion of the respective committee chair, an applicant may be requested to perform notification as directed by such committee chair, and the applicant may be requested to submit a certification regarding same (suggested form attached).

**NOTICE ON CB5 WEBSITE:**

At all times, the CB5 website shall contain an up to date calendar of the time, place, location, and subject of all CB5 committee and board meetings.

# NOTICE

## PUBLIC HEARING

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Subject:**

**\*\*Go to [cb5.org](http://cb5.org) for updates and more info\*\***



MANHATTAN COMMUNITY BOARD FIVE

450 Seventh Avenue, Suite 2109, New York, NY 10123

212-465-0907 [www.cb5.org](http://www.cb5.org)

**DO NOT REMOVE UNTIL:** \_\_\_\_\_

MANHATTAN COMMUNITY BOARD FIVE

450 SEVENTH AVENUE, SUITE 2109

NEW YORK, N. Y. 10123

CERTIFICATION

NAME OF APPLICANT:

APPLICATION REGARDING:

DATE, TIME AND LOCATION OF PROCEEDING:

DATE:

TIME:

LOCATION:

I hereby affirm that public notice has been provided as stated in the attachment to this certification.

\_\_\_\_\_

Dated:

Name: