

RULES OF PROCEDURE OF  
THE NEW YORK CITY  
BOARD OF CORRECTION  
Amended as of June 5, 2023

Article I

**Name:**

These Rules of Procedure, upon their adoption, shall be the Rules of Procedure of the New York City Board of Correction (the “Board”) and shall be the governing instrument of the Board, subject only to the provisions of the New York City Charter (the “Charter”) as amended by referendum on November 4, 1975, and other applicable law.

Article II

**Powers:**

The Board shall exercise all the powers and perform all the functions and duties granted to it by the Charter Chapter 25 §626 (a), and such other law as may be applicable.

Article III

**Members:**

§1. The Board shall consist of nine members who shall be appointed pursuant to the provisions of Chapter 25 §626 (a) of the Charter. Each member shall serve for a term of six years unless appointed to fill a vacancy for the remainder of an unexpired term, in which case the member shall serve for the remainder of the unexpired term.

§2. A member can be removed by the Mayor for cause. If the Mayor wishes to remove a member of the Board, the Mayor shall so notify the Board and the Board shall notify the member, hold a hearing at which the member may be represented by counsel, and thereafter deliver to the Mayor a written recommendation on which two-thirds of the duly appointed members must concur. Upon written request, two-thirds of the duly appointed members can convene such a meeting. Any member whose removal is proposed by the Mayor shall be given written notice by the Board specifying the grounds for the proposed action and shall have thirty (30) days to respond.

§3. The Board on its own initiative, two-thirds of the duly appointed members concurring, can recommend to the Mayor the removal of a member for cause and such recommendation shall be subject to all the relevant procedural requirements of §2.

§4. A member may resign at any time by submitting their written resignation to the Mayor and the Chair of the Board; resignation of a member shall take effect at the time specified therein, or, if no time is specified, upon the date thereof. A resignation need not be accepted to be effective.

Article IV

### **Officers:**

§1. The officers of the Board shall be a Chair, to be appointed by the Mayor according to the Charter, a Vice-Chair, to be elected by majority vote of the members, and an Executive Director, to be appointed by a majority of the Board to serve at the pleasure of the Board. The Chair and the Vice Chair shall be voting members of the Board.

§2. Chair. The Chair is the leader of the Board and in that role is responsible for: (i) ensuring the integrity and effectiveness of the Board's governance role and processes; (ii) presiding at meetings of the Board; (iii) maintaining effective relationships with Board members, management and stakeholders; and (iv) working collaboratively with all Board members and the Executive Director to set strategy, goals and objectives for the Board and ensuring that they are met. The Chair is an ex officio member of all committees of the Board.

§3. Vice Chair. The Vice Chair shall be elected, by majority vote of the Board, each year at the regular meeting of the Board held in the month of June or as soon thereafter as possible. The Vice Chair shall serve for a term of one (1) year, commencing the first day of July and terminating on the 30th day of June subsequent to the election of a successor. The Vice Chair can be removed for cause by a vote of two-thirds of the Board, provided that the notice of the meeting included such action and that at least ten (10) days' notice is given to all members. Upon the death, resignation or removal of the Vice Chair, the Board shall promptly elect a member to fill the vacancy for the remainder of the term. The Vice-Chair shall preside in the absence of the Chair at all meetings of the Board.

§4. Executive Director. Subject to the supervision and control of the Board, the Executive Director shall have immediate and overall supervision of the operations of the Board staff and shall direct the day-to-day business of the Board, hire, manage and determine compensation of all staff members, and perform such additional duties as may be directed by the Board. The Executive Director may be hired at any meeting of the Board by a majority vote and may be removed by majority vote of the Board.

### Article V

#### **Meetings of the Board:**

§1. The Board shall hold nine regular meetings each calendar year in January, February, March, May, June, July, September, October, and November. In addition, the Chair or the Vice Chair may call a special meeting at any time and the Chair or the Vice Chair shall call a special meeting upon the written request of any four (4) Board members.

§2. All meetings shall be open to the public and shall be conducted in accordance with the Open Meetings law (Article 7, Public Officer Law, §§100 through 106). The notice of meeting shall state plainly the date, time, place, and purpose of the meeting. Meetings shall be held at such times and places as the Board may determine, and can be adjourned and reconvened in the discretion of the Board.

§3. Notice of meetings scheduled at least one week prior thereto shall be published in the City Record at least three (3) days before the day of the meeting. Notice of all other meetings shall be given, to the extent practicable, at a reasonable time prior thereto. A member of the public can address the Board upon approval by the Board.

§4. Five members or more shall constitute a quorum. Unless otherwise specified in these Rules of Procedure, all questions shall be approved by five members or more who are present and voting.

§5. Attendance shall be taken at every meeting.

§6. Minutes shall be taken at all meetings and shall constitute a public record available for inspection on request to the Board. Copies of minutes shall be sent to all members. The minutes shall contain all resolutions and motions brought before the Board, the results of all votes taken and a summary of all reports presented to the Board whether by members or by others. Copies of written reports shall be annexed to and form a part of the minutes. The Chair shall present minutes for each meeting to the Board for its approval at the next meeting. In all other respects minutes of the Board shall conform to the Open Meetings Law §106.

§7. Agenda. The agenda for Board meetings will be created by the Chair in consultation with Board members and the Executive Director. Items for the agenda may be suggested to the Chair by any member of the Board. The agenda will be circulated to Board members at least five days before a meeting and will be reviewed and approved by the Board at the beginning of each meeting.

§8. In conformity with the Open Meetings Law §105, any meeting of the Board can be called into executive session by majority vote of its membership.

## Article VI

### Committees

§1. The Board shall establish such committees as it deems necessary.

§2. The Board shall appoint members of each committee, taking into account the preferences and expertise of Board members and shall designate one committee member as chair. Each committee shall meet at such times and places as it shall determine.

§3. Any Board member may propose establishment of a committee of the Board.

§4. All Board members are encouraged to participate in the work of the Board's committees. No Board member may simultaneously serve on more than two committees.

## Article VII

### **Hearings**

§1. Hearings of the Board may be held at such times and on such matters as the Board deems advisable and necessary in the discharge of its duties under the Charter.

§2. The Chair or the Board at a meeting may designate committees of the Board to hold hearings and designate a member of the Board to conduct such hearings as Chair according to the powers granted to the Board by the Charter.

## Article VIII

### **Amendments**

§1. These rules of Procedure may be amended by resolution of the Board adopted at a regular meeting by five or more members present and voting and constituting a quorum.

## Article IX

### **Conflict of Interest**

§1. All applicable law, including the provisions of the New York City Charter and the rulings and opinions of the New York City Conflicts of Interest Board regarding conflicts of interest shall apply to the members and proceedings of the Board of Correction.

§2. Whenever a question concerning the existence of a conflict of interest or apparent conflict of interest arises in connection with a member or proceedings of the Board of Correction, the Board, two-thirds of its members concurring, shall refer such question to the New York City Conflicts of Interest Board and any other appropriate agency.

## Article X

### **Effective Date**

These Rules of Procedure shall take effect immediately upon their adoption by the Board.