

**LOCAL LAWS  
OF  
THE CITY OF NEW YORK  
FOR THE YEAR 2025**

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**No. 197**

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Introduced by Council Members Farías, Williams, Louis, Salamanca, Cabán, Won, Gutiérrez, Mealy and Morano.

**A LOCAL LAW**

**To amend the administrative code of the city of New York, in relation to training local entities on legislative process and rules of parliamentary procedure**

*Be it enacted by the Council as follows:*

Section 1. Chapter 5 of title 3 of the administrative code of the city of New York is amended by adding a new section 3-511 to read as follows:

*§ 3-511 Provision of legislative process and parliamentary procedure training materials; training for community boards. a. Definitions. For purposes of this section, the term “designated agency” means an agency or office designated by the mayor, the head of which is appointed by the mayor. “Designated agency” may include the civic engagement commission provided that such commission consents to such designation.*

*b. Development of training materials. 1. Each borough president shall collaborate with the other four borough presidents and, in consultation with the civic engagement commission, shall develop uniform training materials regarding the legislative process of the council and any additional relevant rules of parliamentary procedure. The department of citywide administrative services shall make a learning platform available to, or assist in engaging a consultant for, the borough presidents to use in developing such training materials upon request.*

2. *Each borough president, or a borough president designated by the other four borough presidents, shall provide such materials to the designated agency.*

*c. Provision of training. Beginning on April 1, 2026, and annually thereafter, borough presidents, in consultation with the civic engagement commission, shall provide training to members and district managers of community boards within their respective boroughs using the materials developed pursuant to subdivision b of this section. Each borough president shall record which community board members and district managers have completed such training.*

§ 2. Chapter 2 of title 12 of the administrative code of the city of New York is amended by adding a new section 12-221 to read as follows:

*§ 12-221 Training regarding legislative process and parliamentary procedure for certain community institutions. a. Definitions. For purposes of this section, the following terms have the following meanings:*

*Business improvement district. The term “business improvement district” means a business improvement district established pursuant to chapter 4 of title 25 of the administrative code.*

*Community district education council. The term “community district education council” means a community district education council as defined in section 2590-a of the education law or any successor entity.*

*Designated agency. The term “designated agency” means an agency or office designated by the mayor, the head of which is appointed by the mayor. “Designated agency” may include the civic engagement commission provided that such commission consents to such designation.*

*District management association. The term “district management association” has the same meaning as set forth in section 25-402.*

*Precinct community council. The term “precinct community council” means a group of individuals organized through the police department that works for the enhancement of relations between the police and the community in each police precinct.*

*b. Distribution of training materials. Within 30 days of receipt of the training materials provided pursuant to paragraph 2 of subdivision a of section 3-511, the designated agency or agencies shall distribute such materials to members of precinct community councils, members of community district education councils, and to the boards of directors of district management associations for business improvement districts.*

*c. Training. Beginning July 1, 2026, and annually thereafter, the designated agency or agencies shall provide training based on materials distributed pursuant to subdivision b of this section. Such training shall be provided to members of precinct community councils, members of community district education councils, and to the boards of directors of district management associations for business improvement districts.*

§ 3. This local law takes effect immediately.

THE CITY OF NEW YORK, OFFICE OF THE CITY CLERK, s.s.:

I hereby certify that the foregoing is a true copy of a local law of The City of New York, passed by the Council on November 25, 2025 and returned unsigned by the Mayor on December 26, 2025.

MICHAEL M. McSWEENEY, City Clerk, Clerk of the Council.

#### CERTIFICATION OF CORPORATION COUNSEL

I hereby certify that the form of the enclosed local law (Local Law No. 197 of 2025, Council Int. No. 1075-A of 2024) to be filed with the Secretary of State contains the correct text of the local law passed by the New York City Council, presented to the Mayor, and neither approved nor disapproved within thirty days thereafter.

SPENCER FISHER, Acting Corporation Counsel.