Resolution Template

This Resolution Template is easy to use. Simply:

1. Copy the template below.
2. Paste it into a new Word Document.
3. Now you can start drafting!
4. Once you are done drafting, save the resolution with the approrpiate resolution title.

**Resolution of No Objection to/Opposing/Supporting an Open Street for Name of School**

**WHEREAS,** Manhattan Community Board Six (CB6) was notified on Month XX, 202X of the NYC Department of Transportation’s (DOT) intention to approve a Full Closure: Schools Open Street:

* on East XXnd Street between XXXX Avenue and XXX Avenue
* for Name of School, a very brief description of the school, such as “*a private French-American bilingual pre-k – middle school*”
* [dates of duration, see DOT letter] from June 30, 2025 until June 30, 2026
* [Days and hours, see DOT letter] Monday – Friday from 9 AM - 2:30 PM;

**WHEREAS,** DOT has provided CB6 45 days from the date of notification to offer any comments for the proposed Open Street location;

**WHEREAS,** Name of School (example: is located just over the Manhattan Community District 6 (CD6) boundary and falls under the jurisdiction of Manhattan Community Board Five (CB5), half of the Open Street is located in CD6);

**WHEREAS,** DOT indicates that this Open Street has already been in operation for XX years. This application would extend the Open Street for an additional year;

**WHEREAS,** DOT’s Open Streets program provides a safe and accessible environment for students, enabling outdoor learning, recreation, and safer pick-up and drop-off processes;

**WHEREAS,** some/no members of the community had any comments for or against;

**WHEREAS,** [Placeholder for applicable concerns/justification if the reso is negative];

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**THEREFORE, BE IT RESOLVED** that Manhattan Community Board Six **has no objection to/Opposes/Supports**  Name of School ’s application for an open street on XXXX Street during the above specified hours.

**VOTE**: XX In favor XX Opposed XX Abstain XX Not entitled

Other points to remember:

· The official name of our board is Manhattan Community Board Six. Note that the word “six” must be written out. The name of our board may be abbreviated as CB6, with no space between “CB” and “6”. If you abbreviate CB6, make sure to revert back to writing it out in the Resolved clauses.

· When referring to the geographic area that CB6 represents, one should use: Manhattan Community District 6. Our district may be abbreviated as Manhattan CD6, or simply CD6 if our borough is clearly implied.

**Before submitting your resolution to the district office, please review it for clarity and grammatical correctness.**

Date revised: 9/17/2025