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ADVISORY #2022-29

Subject: Method of Operation- managers and security

The Method of Operation form requires, among other things, applicants for on-premises licensees to indicate whether: 1) the applicant will hire a manager for the business or instead be managed by one of the applicant's principals; and 2) the premises will have a security staff. Once the license is issued, the Authority has been requiring licensees to file an application to change the method of operation if there is a change to the representations made in the application regarding either the manager or security. Licensees found to be operating contrary to the approved method of operation are subject to disciplinary action.

Going forward, subject to the exceptions listed below, licensees will no longer be required to obtain Authority approval for:

- changing from a hired manager to a principal manager;
- changing from a principal as manager to a hired manager;
- changing the individual who is the hired manager;
- adding security to the method of operation;
- removing security from the method of operation;
- increasing or decreasing the size of the security staff.

This policy shall not apply in the following situations.

- any change with respect to the manager of the premises if the Full Board approved the existing method of operation;
- any change with respect to security at the premises if the Full Board approved the existing method of operation;
- any change with respect to the manager of the premises if the licensee is subject to stipulations with the municipality/Community Board that place conditions on whether the premises is managed by a hired manager or the licensee's principals;
- any change with respect to security at the premises if the licensee is subject to stipulations with the municipality/Community Board that place conditions on security at the premises.

In these situations, an application to obtain approval for the change in the method of operation must be submitted to the Authority. Please note that if the Full Board approved the

method of operation with manager or security "as needed," a method of operation change application is not needed.

This matter was heard and determined by the Members of the Authority at a Full Board meeting held on November 9, 2022 before Chairman Vincent Bradley, Commissioner Lily Fan, and Commissioner Greeley Ford. The above written advisory was approved by the Members of the Authority on November 9, 2022.

Dated: 11/15/22



Donald Roper
Secretary to the Authority