



# THE CITY OF NEW YORK MANHATTAN COMMUNITY BOARD 3

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Alysha Lewis-Coleman, Board Chair

Susan Stetzer, District Manager

## Community Board 3 Committee Chair Meeting Outline

- **Opening meeting**
  - Remind people to sign attendance sheet
  - Remind people to sign speaker forms if they wish to speak on an agenda item
  - Describe role of Community Board
    - Community Board 3 plays an important role in improving the quality of life for all residents of our district. Most importantly, the Board provides the residents and businesses in our district with the ability to have a voice in decision making for our community.
  - Describe role of your particular committee
    - Use official committee description from website
    - If not using nameplates, have each committee member introduce themselves
  - Review meeting agenda, including order of items
  - Describe meeting format and guidelines
    - When will public comments/questions be allowed?
    - How long do people get to speak and how will they be stopped if they go over?
    - Is there a set time the meeting must end by?
    - Only people recognized by the chair may speak. This applies to committee members and public
  
- **Guidelines you may want to announce (*only do so if you are having any of these particular issues at your meeting on a recurring basis*)**
  - Please mute cell phones or any other noise making devices
  - Don't talk while others are talking
  - No applause or booing (use City Council approach – wave hands for applause, thumbs down for disapproval)
  - Take any side conversations with others out of the room so you do not disturb the meeting
  - If not staying for the entire meeting, please leave as quietly as possible so the meeting can progress to the next agenda item
  - Many of our meetings are held in residences generously offered to the Board to “give back” to the community. Please be respectful with noise, garbage, speaking outside residents' windows
  - Be respectful of others