



# 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 Information for Presenters

Thank you for participating in CB 3 meetings. We have put together some information of frequently asked questions and other helpful material.

1. CB 3 meets at various locations around the district—some very old and some modern. If you have any needs for a projector, laptop, screen, etc, please let us know as early as possible. Some venues will provide but must schedule a technician to be on hand. Sometimes you will need to provide your own equipment or decide to bring handouts.
2. The agenda does not always proceed in order published. If you have a special need regarding time—please let the office know.
3. The committee chairs will generally announce the format of the meeting or for a particular item. For instance, CB 3 usually prefers that questions be held until the end of the presentation. Then committee members ask questions, then public. An exception to this is for a ULURP public hearing. Please follow committee chairs format and let the committee chair facilitate the meeting and call on people.
4. Please check in with the committee chair upon your arrival to let them know that you are there to present and confirm the agenda order.
5. We are generally under time constraints. While official reports and presentations include a history of the area or project—this is not needed in detail at committee meetings. This is an area that can be pared down to save time.
6. If you require a vote / resolution, please make sure the office is aware of this when scheduling the agenda item.
7. If you are not staying for the entire meeting, please leave as quietly as possible so the meeting can progress to the next agenda item and take any side conversations with others out of the room so you do not disturb the meeting.