



Notice of the Board of Trustees Annual Manhattan Borough Hearing

THE CITY UNIVERSITY OF NEW YORK

September 11, 2017

TO:

All Concerned Individuals

FROM:

Gayle M. Horwitz, Senior Advisor to the Chancellor and Secretary of the Board

DATE AND TIME:

Monday, October 16, 2017 (jointly with both the **Board's Budget Hearing and Public Hearing** on the Board's policy calendar)

Baruch College Vertical Campus

55 Lexington Avenue (corner of 24th Street), New York

Room 14-220

TIME: 4:30 p.m.

PURPOSE:

The purpose of The City University of New York Board of Trustees' borough hearings is to receive testimony and statements from concerned individuals about university issues.

IN ORDER TO REGISTER TO SPEAK AT THE HEARING:

1. Persons wishing to speak are asked to please notify the Office of the Secretary via email @ hearings@cuny.edu prior to noon, Monday, October 16, 2017.
 2. Speakers will be limited to three (3) minutes. No substitution of speakers will be permitted. Written statements are recommended. These statements may be any length.
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GENERAL RULES FOR PUBLIC HEARINGS AND BOROUGH HEARINGS

THE RULES AND PROCEDURES FOR PUBLIC AND BOROUGH HEARINGS ARE AS FOLLOWS:

1. **The maximum time permitted for each speaker will be three minutes.** It is necessary to impose time limits to permit all speakers to have an opportunity to express their viewpoints. Speakers must restrict their remarks to the items they requested to address. Speakers wishing to speak to more than one item will be given one (1) three minute period within which they must make their comments on all items they wish to address. Persons attempting to discuss other matters or to speak out of turn will be ruled out of order and not permitted to continue. In order to assure maximum participation, the Board reserves the right, in special circumstances, to reduce the speakers' time limit.
2. Board officials will be provided with a list of speakers.
3. The Trustee chairing the hearing will call all speakers. **No substitution of speakers will be permitted.**
4. When a speaker is ruled out of order, the speaker's balance of time will be forfeited and the speaker will be expected to leave the lectern.
5. Written statements should be placed in the box next to the lectern. These statements will be distributed to all Board members prior to the Board meeting.
6. **Board members will not respond to questions during the presentation by the speaker.**
7. The Board of Trustees reserves the right to alter the above procedures at any meeting in order to assure that the business of the meeting will be completed.
8. Individuals may provide written statements following adjournment of the hearing up to the close of business on the Wednesday after the public hearing/borough hearing.
9. Disruption of any hearing or meeting of the Board of Trustees is not permitted. **Individuals responsible for such misconduct will, after appropriate warning, be removed from hearings or meetings of the Board and be subject to disciplinary and other sanctions.**

THE RULES AND REGULATIONS FOR MAINTENANCE OF PUBLIC ORDER (HENDERSON RULES) ARE IN EFFECT AND WILL BE ADMINISTERED AND ENFORCED AS REQUIRED.