



THE CITY UNIVERSITY OF NEW YORK



Official Notice

January 2, 2019

TO: All Concerned Individuals

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

SUBJECT: Board of Trustees January 9, 2019 Budget Request Hearing

Wednesday, January 9, 2019

4:30 p.m. Board of Trustees Budget Request Hearing

Location: Borough of Manhattan Community College (BMCC)
Richard Harris Terrace (RHT), 2nd Floor
199 Chambers Street
New York, NY 10007

Persons wishing to speak should notify the Office of the Secretary via email at hearings@cuny.edu prior to 4:30 p.m., on Tuesday, January 8, 2019. Should no requests to speak be received, the budget hearing will be cancelled.

**BOARD OF TRUSTEES
THE CITY UNIVERSITY OF NEW YORK**

GENERAL RULES FOR PUBLIC HEARINGS AND BOARD MEETINGS

PUBLIC HEARINGS ARE ON ITEMS ON THE CALENDAR (AGENDA) FOR THE MEETINGS OF THE BOARD OF TRUSTEES. THE RULES AND PROCEDURES FOR PUBLIC 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. 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. 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.