



THE CITY OF NEW YORK **COMMUNITY BOARD SIX**

Marty Markowitz
Borough President

Richard S. Bashner
Chairperson

Craig Hammerman
District Manager

Welcome to the Brooklyn Community Board 6 general meeting! **Instructions for Community Session...**

The “Community Session” section of the monthly general meeting of Brooklyn Community Board 6 (CB6) is intended to provide the public with an opportunity to address the members of the board on matters the board has not already addressed; therefore, appropriate subjects include anything that is *not already scheduled* to come before the board.

Service delivery issues, particularly service complaints, should be brought to the attention of the CB6 District Office as soon as possible and would not be an appropriate subject to present under Community Session. Email us at complaints@BrooklynCB6.org, fax, write or call the District Office to report service complaints.

If you wish to speak on a matter that is scheduled to be heard before a committee (you can check the Community Board’s monthly meeting calendar on our website to see what topics the board will be considering in the next month), *you may be interrupted and referred to that committee meeting* in order to have your comments considered in the appropriate venue.

Please be aware of the following procedures:

- 1) You must sign up to speak on the “Community Session” roster which is maintained at the front of the meeting room.
- 2) You can register to speak at any time during the meeting until the last speaker’s name is called and the Chairperson declares the Community Session section of the meeting closed.
- 3) Every speaker will be given a maximum of three (3) minutes to present their matter to the board. Speakers will be interrupted by the Chairperson with a warning prior to the end of their allotted time, then at the end of their three (3) minutes, and must relinquish the floor.
- 4) If you are interrupted by the Chairperson before the end of your three (3) minutes, you must follow the Chairperson’s instructions. If allowed to continue, the Chairperson’s instructions will not count toward the speaker’s three (3) minute allotment.
- 5) Speakers may not transfer time between speakers.

Thank you in advance for your cooperation!