

Susan Kent, *Chair*  
Valerie De La Rosa, *First Vice Chair*  
Eugene Yoo, *Second Vice Chair*



Antony Wong, *Treasurer*  
Emma Smith, *Secretary*  
Brian Pape, *Assistant Secretary*  
Mark Diller, *District Manager*

## COMMUNITY BOARD NO. 2, MANHATTAN

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Greenwich Village ♦ Little Italy ♦ SoHo ♦ NoHo ♦ Hudson Square ♦ Chinatown ♦ Gansevoort Market

### Procedure and Guidelines for Public Testimony At Community Board 2/Manhattan Full Board Meetings

Thank you for signing up to speak at the CB2/M Full Board meeting.

The following notes on procedure and guidelines are intended to assist you in knowing what to expect when speaking at our meetings.

- **Speaking in-person:**
  - You will be called to speak during the Public Session on the agenda.
  - The First Vice Chair will call you up in groups of three to line up at the microphone at the front of the room.
  - You will have a defined amount of time in which to speak, to be set by the Chair and the First Vice Chair. While the time limit is typically two minutes, that may be adjusted when, for example, there are a significant number of people signed up to speak.
  - After you have spoken, the First Vice Chair will ask if any Board members have questions or will call on Board members with their hands raised. Questions are only allowed from Board members.
  - If there are no questions, you may return to your seat and we will call the next speaker.
- **Testifying on Zoom:**
  - You will testify during the Public Session on the agenda.
  - The First Vice Chair will ask you to raise your digital hand if you signed up to testify.
  - You will be promoted to a Panelist. Make sure to look for the pop-up window on your screen and click to accept the promotion. Being promoted to panelist allows you to be seen as well as heard in the meeting. It takes Zoom a few seconds to switch you over from Attendee to Panelist.
  - You will then have the ability to turn your camera on and unmute yourself.
  - You will have a defined amount of time in which to speak, to be set by the Chair and the First Vice Chair. While the time limit is typically two minutes, that may be adjusted when, for example, there are a significant number of people signed up to speak.
  - After you have spoken, the First Vice Chair will ask if any Board members have questions or will call on board members with their hands raised. Questions are only allowed from Board members.
  - If there are no questions, you will be moved back to an Attendee. It takes Zoom a few seconds to switch you back to an Attendee.