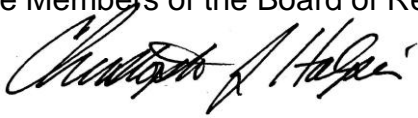





TO: The Honorable Members of the Board of Regents

FROM: Chris Halpin 

SUBJECT: Proposed Adoption of the Board of Regents Meeting Visitor Policy

DATE: September 2, 2025

AUTHORIZATION(S): 

SUMMARY

Issue for Decision

Should the Board of Regents adopt the proposed visitor policy?

Reason(s) for Consideration

Review of policy.

Proposed Handling

This policy will come before the Full Board at its September 2025 meeting where it will be voted on and action taken.

Background Information

The proposed visitor policy is being considered for adoption to help ensure that meetings of the Board of Regents are conducted in a manner that promotes respectful dialogue, minimizes disruptions, and supports the orderly and efficient conduct of public business.

Establishing clear expectations for visitor conduct also reflects a commitment to the safety, comfort, and accessibility of all meeting participants and attendees. The policy reinforces procedures that support unobstructed egress and uphold the integrity of the Board's deliberative process.

Recommendation

It is recommended that the Board of Regents take the following action:

VOTED: That the Board of Regents hereby adopts the proposed visitor policy during Regents meetings.

Timetable for Implementation

If approved, the proposed Board of Regents visitor policy will take effect immediately.

Board of Regents Meeting Visitor Policy

The Board of Regents welcomes public engagement and values input on its work. As a public body subject to the Open Meetings Law, the Board welcomes visitors to attend its public meetings. In accordance with the Open Meetings Law, meeting agendas and materials are posted on the Board's website in advance, and meetings of the Board or its committees are also live webcast.

This policy reflects the Board's commitment to ensuring the safety, comfort, and accessibility of all meeting participants and attendees, while preserving the integrity of its deliberative process.

I. Responsibilities of the Presiding Officer or Committee Chair

The Presiding Officer or Committee Chair is responsible for maintaining order and decorum during all public sessions of the Board of Regents. They are authorized to take appropriate action to ensure meetings are conducted in a respectful, safe, and orderly manner, in accordance with the expectations outlined below.

II. Visitor Conduct Expectations at Board Meetings

All visitors attending meetings of the Board of Regents are expected to adhere to the following standards of conduct:

- **Remain Quiet and Seated:** Visitors shall remain seated and refrain from unnecessary movement or noise during the meeting to avoid disrupting or distracting from the proceedings.
- **Respectful Behavior:** All visitors are expected to conduct themselves in a manner that does not disrupt the meeting or interfere with the deliberative process. This includes refraining from shouting, interrupting speakers, making excessive noise, blocking the view or movement of others, or otherwise disturbing the proceedings. Items such as signs, placards, or similar materials may not be used or displayed in a way that obstructs views, impedes access, or causes disruption. If such items are deemed disruptive, visitors will be asked to remove them from the meeting room.
- **Restricted Seating:** Chairs designated for Regents may only be occupied by Regents and Department Officers, unless a visitor is expressly invited to join the table. At no time may a guest sit in a Regent's seat without invitation.
- **Clear Pathways and Exits:** For safety and compliance with fire codes, areas of ingress and egress including space between rows and approaching entrances and exits must remain unobstructed. Visitors may not block doorways, aisles, or the flow of foot traffic.
- **Restricted Areas:** Visitors may not enter or occupy areas surrounding the Board table, areas reserved for videography or translators, or any section marked off by stanchions, ropes, or barriers, unless expressly invited.

- **Executive Sessions:** Visitors are not permitted to attend any Executive Session of the Board. To maintain the confidentiality of Executive Session deliberations, guests may not leave personal belongings unattended in the room where the session is taking place.

III. Enforcement of Meeting Decorum Policy

To preserve the integrity and orderly conduct of Board proceedings, the following enforcement procedures will be observed:

- The Presiding Officer or Committee Chair (whomever is leading the meeting), in consultation with the Commissioner of Education, may determine that enforcement action is necessary to preserve order and decorum. In such cases, the Commissioner or their designee, in conjunction with the Secretary to the Board of Regents, will implement this action.
- Visitors who violate these expectations will receive a verbal warning and be given a reasonable opportunity to avoid further interference with the meeting and the deliberative process. If the behavior continues, the individual(s) will be directed to leave the premises.
- If a guest refuses to comply with the policy or is otherwise disruptive, NYSED Security will address the situation and, if necessary, contact law enforcement to have the individual removed. In such cases, the meeting may be temporarily adjourned.

IV. Communicating with the Board of Regents

The Board of Regents welcomes public engagement and values input on its work. Individuals may communicate with the Board through the following channels:

- **Written Correspondence:** Members of the public may contact individual Regents by mail or email. Contact information is available at <https://www.regents.nysed.gov/members>.
- **Materials for Distribution:** Printed materials intended for Board review may be submitted to the Board Secretary for distribution by email at RegentsOffice@nysed.gov or by mail to Board of Regents, Room 110 EB, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.

Commenting on Proposed Regulations

Proposed changes to State Education Department regulations are governed by the State Administrative Procedure Act (SAPA). SAPA provides for public participation in rulemaking primarily through two procedures:

- Public Notice: Proposed regulations are filed with the Department of State and published in the *New York State Register*.
- Comment: Members of the public are invited to submit written comments during the specified public comment periods:
 - 60 days for *initial* proposed regulations
 - 45 days for *revised* proposed regulations

Details on current proposals, comment deadlines, and instructions for submitting feedback are available on the State Education Department's website and in the *New York State Register*. All comments received during the designated periods are considered during the regulatory review process.