



## **Procedures for HSU SPF Board of Directors “Open Forum”**

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The HSU SPF Board of Directors is a governing body comprised of faculty, staff, administrators, and students, working together to support the mission of Humboldt State University’s Sponsored Programs Foundation.

The SPF Board has set aside a time for an “Open forum for the Campus Community” as part of its regular meeting time. The forum is open to all members of the campus community.

The SPF Board meets quarterly, Tuesday mornings from 8:30-10:00am in the Corbett Conference Room. A schedule of meetings and meeting agendas are posted on the web page at:  
<http://www2.humboldt.edu/hsuf/about/board-meetings.html>

The Open Forum is held from 8:45-9:00 a.m. Persons who wish to address the SPF Board will be asked to sign in prior to the beginning of the SPF Board meeting at 8:30 a.m. A sign-up sheet will be available inside the door to the Corbett Conference Room fifteen minutes prior to the beginning of the meeting. Speakers will be asked to indicate the nature of the topic they wish to discuss. Topics, issues, and concerns should be relevant to the function of the SPF Board.

Each person signed up to speak will have three (3) minutes to address the SPF Board. The President of the SPF Board will acknowledge one speaker at a time and ask each speaker to state his/her name and topic of concern. If the time period runs out before all persons who have signed up get to speak, those names will be contacted and/or carried over to the next meeting.

Speakers should address their comments to the SPF Board as a whole and not to individual members of the SPF Board. Speakers who have prepared written remarks are encouraged to leave a copy with the SPF Board President. Remarks will be included in the written minutes of the SPF Board. Speakers are encouraged to submit their written remarks to the SPF Office, if available.