



Procedures for SPF Board of Directors “Open Forum”

The SPF Board of Directors is a governing body comprised of faculty, staff, administrators, and students, working together to support the mission of the Cal Poly Humboldt 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 full SPF Board meets quarterly during the academic year (September-May), typically as a hybrid format with opportunities to participate both in person and on zoom. A schedule of meeting dates, locations, and agendas can be found on the website: <http://www2.humboldt.edu/hsuf/about/board-meetings.html>

The Open Forum is typically held the first 15 minutes of each full Board meeting. Persons who wish to address the SPF Board will be asked to sign in prior to the beginning of the SPF Board meeting. A sign-up sheet will be available inside the door to the Meeting Room 15 minutes prior to the beginning of the meeting. If attending via Zoom, guests will be asked to sign their name in the meeting chat log. 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 their 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.