

## **Procedures for HSU University Senate “Open Forum”**

The University Senate is a deliberative body comprised of faculty, staff, administrators, and students, working together to support the educational mission of Humboldt State University. The Senate is the primary body formulating, reviewing and recommending policies to the President. The Senate considers and responds to policy recommendations from a variety of sources.

The Senate 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 Senate meets alternate Tuesdays from 3:00-5:00 pm in Goodwin Forum (NHE 102). A schedule of meetings and meeting agendas are posted on the web page at: [www.humboldt.edu/senate](http://www.humboldt.edu/senate)

The Open Forum is held from 3:15-3:30 p.m. Persons who wish to address the Senate will be asked to sign in prior to the beginning of the Senate meeting at 3:00 p.m. A sign-up sheet will be available inside the door to Goodwin Forum 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 Senate.

Each person signed up to speak will have three (3) minutes to address the Senate. The Chair of the Senate 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 Senate as a whole and not to individual members of the Senate. Speakers who have prepared written remarks are encouraged to leave a copy with the Senate Office. Remarks will be included in the written minutes of the Senate. Speakers are encouraged to submit their written remarks to the Senate Office, if available.

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