



## Procedure for Public Comments

The Cal Poly Humboldt Foundation exists to support and advance the purpose of Cal Poly Humboldt by securing private support, developing and managing entrepreneurial activities, overseeing philanthropic activities, and managing endowed and other assets as requested by the University. Its Board of Directors is comprised of volunteers, faculty, students, and staff working together to support the Foundation's purpose.

The Board sets aside time for public comments as part of its regular agenda at each board and committee meeting. The public comment period is open to all meeting guests. A schedule of meeting dates, locations, and agendas can be found on the Giving website: <https://giving.humboldt.edu>.

The public comment period is typically held the first 15 minutes of each meeting. Persons who wish to address the Board will be asked to sign in prior to the beginning of the meeting. A sign-up sheet will be available inside the door to the Meeting Room 15 minutes prior to the beginning of the meeting and collected at the start 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 Board.

Each person signed up to speak will have three (3) minutes to address the Board. The Chair of the Board (or Committee) 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 Board as a whole and not to individual members. Speakers who have prepared written remarks are encouraged to leave a copy with the Board (or Committee) Chair. Remarks will be included in the written minutes of the meeting. Speakers are encouraged to submit their written remarks to the Foundation Office, if available, by emailing them to [giving@humboldt.edu](mailto:giving@humboldt.edu).