

## **Procedures for HSU Academic Senate Open Forum**

The function of the Academic Senate is to act on behalf of the General Faculty to formulate and recommend policies to the President of the University or to other appropriate agents. The Senate considers and responds to policy recommendations submitted by individual members, by the General Faculty, or by the President of the University.

In an effort to encourage the faculty to address issues of concern to the senate, to increase faculty participation, and to make the senate a more proactive, rather than reactive institution, 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 4-6 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 will be held from 4:15-4:30 p.m. Persons who wish to address the Senate will be asked to sign in prior to the beginning of the Senate meeting at 4 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 make his/her remarks. 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. All remarks will be included in the written minutes of the Senate.

drafted 9/3/08, mbs

### **Policy Regarding Nonmembers at Meetings** (Article VI. Bylaws and Rules of Procedure of the Academic Senate of HSU, Appendix F, *HSU Faculty Handbook*)

Section 1. **General Faculty Members**--Any member of the General Faculty may attend a meeting of the Academic Senate.

Section 2. **Other Persons**--Persons other than members of the General Faculty are extended the privilege of attending meetings of the Academic Senate, except this privilege may be withdrawn by majority vote of those members of the Academic Senate present.

Section 3. **Floor Privileges of Nonmembers**--Persons not members of the Academic Senate who are attending a meeting may be granted the privilege of the floor by unanimous consent of the Academic Senate or by being yielded the floor by a member of the Senate.

Section 4. **Standing Committees**--Standing Committees of the Academic Senate shall allow nonmember attendance and voice (but not vote) at the discretion of the individual committees.