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Student Fee Advisory Committee Public Comment Guidelines

San Francisco State University provides an environment for freedom of expression, as well as a forum for ideas, perspectives and viewpoints to be stated and questioned, as well as tested and clarified. In doing so, we uphold a long standing tradition at SF State of supporting critical thought and expression. The University seeks to foster and sustain forums for the free and orderly exchange of ideas, values and opinions. It also endeavors to ensure that the exercise of the right of free expression does not imperil public safety, obstruct or damage University facilities, or interfere with the University's educational mission and functions. The following guidelines pertain to all speakers who wish to address the Student Fee Advisory Committee.

- Speakers understand that SFAC meetings may be recorded and are livestreamed to the VPSAEM webpage. Speakers consent to being recorded and broadcast. The identity of speakers and a summary of their comments may be recorded in the official minutes of the meeting, which are published on the committee's webpage.
- If you need reasonable accommodation, please contact Brian Sharber at: (415) 338-2032 or vpsaem@sfsu.edu.
- Individuals who wish to address the committee may either: (1) call the office of the Vice President for Student Affairs & Enrollment Management at 415-338-2032 by 5:00 pm the day prior to the meeting and provide their name, campus affiliation, and the subject which they wish to address; (2) email vpsaem@sfsu.edu by 5:00 pm the day prior to the meeting and provide their name, campus affiliation, and the subject which they wish to address.
- Speakers are requested to address items on the committee's meeting agenda for the day. Public comments are welcome at the beginning of each meeting and will be noted and revisited as the appropriate agenda item is addressed by the committee.

- Efforts will be made to accommodate each individual who has signed up to speak. However, given time constraints, there is no guarantee that all who have signed up will be able to address the committee.
- Individual speakers are invited to speak for up to three (3) minutes, depending on the number of individuals who have signed up to speak. Time may not be yielded to another speaker. Allotted times may be adjusted at the discretion of the Co-Chairs.
- Ten (10) minutes of open comment time will be reserved at each meeting. This time is at the discretion of the chairs and is subject to availability.
- Any meeting attendee who, at the discretion of the Co-Chairs, is asked to leave the meeting room, will not be readmitted for the remainder of the day and may be referred to the Office of Student Conduct (as appropriate).