

**MEMORANDUM**

DATE: \*March 27, 2026  
TO: Campus Community  
FROM: Sonoma State University Foundation (SSUF) Board of Directors  
SUBJECT: Public Meeting Protocols at SSUF Board and Committee Meetings

**BACKGROUND AND PURPOSE:**

Most CSU auxiliary organizations are subject to the California Education Code 89920-28 (aka Seymour Act), which requires that the business of the auxiliary be posted seven (7) days in advance and that the meeting be open to public attendance. Though not part of the education code, a public comment period was established as a recommended practice to avoid additional legislative regulation. The public comments time is for any member of the public to address the Board on any item affecting higher education.

**PROTOCOLS:**

Sonoma State University Foundation establishes the following protocols for public attendance and comments at meetings of the SSUF Board of Directors and Committee Meetings (excludes emergency/special meetings):

1. Members of the public (excepting agenda-topic presenters) attending a meeting should arrive early and introduce themselves to Foundation staff before the meeting convenes.
2. Those wishing to attend and comment on a Foundation matter or agenda topic should contact Foundation staff one week in advance of the meeting date with the following information:
  - a. Meeting Date
  - b. Speaker's Name
  - c. Organization (if applicable)
  - d. Phone Number
  - e. Email Address
  - f. Comment Topic
3. The Chair will call upon those requesting to comment during a Public Comment Period of the meeting, typically shortly after the meeting has been called to order.
4. Comments shall be limited to no more than three (3) minutes to address the Board or Committee, total max of 10 mins. A meeting held by remote means requires those called upon for comment to activate both audio and video features of the connection.
5. The Board may or may not respond to comments.
6. Advanced expressed written consent of the Board is required to video or audio record during the meeting – one week prior to the meeting.
7. IT or AI related programs attending in the place of an individual will not be permitted.
8. Contact SSUF staff at [foundation@sonoma.edu](mailto:foundation@sonoma.edu) to request to make comments at an upcoming meeting.
9. Officers or Staff to the SSU Foundation Board of Directors and its Committees may utilize note taking, recordings, dictation software, or AI support such as the AI Companion Meeting Summary feature in Zoom (or similar future alternate AI related program) during their in-person, hybrid, or online meetings for the purpose of assisting with minute drafting only. The resulting records are considered draft working materials only and will not be retained as official records. All such materials as well as draft minutes should be deleted once the meeting minutes have been finalized and approved in accordance with Foundation record-keeping practices.
10. These protocols are to be provided in the following locations:
  - a. SSUF's website ([foundation.sonoma.edu](http://foundation.sonoma.edu))
  - b. Display case with SSUF meeting Agenda(s) in first floor of Salazar Hall.