Utah Special Education Advisory Panel (USEAP)
Public Participation Procedures

A. Citizens may attend meetings of USEAP

B. Citizens may speak to USEAP:

1. To issues not on the agenda during the time designated for public comment/

   a. Priority shall be given to those individuals or groups who, prior to the meeting, have submitted a written request to address USEAP, including a brief description of the issue to be addressed. Requests may be submitted by mail, fax, or email.

   b. No action shall be taken by USEAP on issues raised during the public comment portion of the meeting.

   c. At USEAP's discretion, an item raised during public comment may be placed on a future agenda for discussion.

   d. The Chair may limit the time available for individual comments; number of comments and time limits shall be stated prior to the public comment portion of the agenda. (Generally, public comment is limited to five minutes per person/group.)

   e. The Chair may request groups to designate a spokesperson.

   f. Citizens are encouraged to provide comments in writing. Written comments may be submitted whether or not the individual attends the public comment portion of the meeting. These comments will be distributed to USEAP members. In order to be distributed please submit by one week prior to the scheduled meeting. Submit comments to Rebecca Donovan, Utah State office of Education, P. O. Box 144200, Salt Lake City, UT 84114-4200; FAX 801-538-7991, or e-mail to rebecca.donovan@schools.utah.gov

2. To items on the agenda during the time designated for public comment, or at the discretion of and as invited by the Chair, when the item is properly before USEAP. The chair may request that public comments be provided in writing.

C. All presentations to USEAP shall exemplify courteous behavior and appropriate language.

D. Following any presentation to USEAP, individuals and groups may remain as spectators to the meeting.

E. Additional comments to USEAP may only be made as recognized and invited by the Chair.