

# Utah Special Education Advisory Panel (USEAP)

## Public Participation Procedures

- I. Citizens may attend meetings of USEAP.
- II. Citizens are encouraged to provide comments in writing. 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 by email to [Norma Mata](mailto:Norma.Mata@schools.utah.gov) ([norma.mata@schools.utah.gov](mailto:norma.mata@schools.utah.gov)). Written comments may be submitted whether or not the individual attends the public comment portion of the meeting.
- III. Citizens may speak to USEAP regarding items not on the agenda only during the time designated for public comment.
- IV. Citizens may speak to USEAP regarding 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.
- V. 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.
- VI. No action shall be taken by USEAP on issues raised during the public comment portion of the meeting.
- VII. At USEAP's discretion, an item raised during public comment may be placed on a future agenda for discussion.
- VIII. The Chair may limit the time available for individual comments; time limits and allowable number of comments shall be stated prior to the public comment portion of the agenda. (Generally, public comment is limited to five minutes per person/group.)
- IX. The Chair may request groups to designate a spokesperson.
- X. All presentations to USEAP shall exemplify courteous behavior and appropriate language.
- XI. Following any presentation to USEAP, individuals and groups may remain as spectators to the meeting.
- XII. Additional comments to USEAP may only be made as recognized and invited by the Chair.