

Information for Visitors and Individuals Desiring to Make Public Comment

Last updated: 2/1/18

Note: This document was updated to comply with Michigan Department of Education standards for accessibility. No other content changes were made.



Michigan Department of Education
Special Education Advisory Committee

Information for Visitors and Individuals Desiring to Make Public Comment

Visitors

Visitors are welcome, but must sign-in by completing the visitor registration portion of the following form and bringing it to the meeting.

Addressing SEAC

Individual presentations are limited to five minutes each. Public participation at SEAC meetings is limited to one hour.

Persons wishing to address the SEAC must declare their intent by submitting a "Request to Address the Meeting" card prior to the beginning of the time reserved for public comment.

In those instances in which more than three persons wish to present their views to the SEAC and represent a single organizational unit or a consortium-type organizational unit, such presentation shall be limited to one spokesperson with ten minutes of opportunity to speak or up to three presenters of three minutes each.

All written statements should be given to the SEAC recording secretary in order that they may be made available to the members of the committee. Lengthy written statements which may not have been completely presented within the time limitation will be made available to the recording secretary who will reproduce them for the information of the SEAC.

Items identified during the public participation will be reviewed at the end of the meeting when the committee discusses future agenda considerations.

Special Education Advisory Committee Visitor Registration

Date:

Name:

Address:

City, State:

Zip:

Telephone Number:

Email Address:

Request to Address the Meeting

I want to speak about (subject):

Organization Represented:

Official Spokesperson for Organization: Yes No

Public Comment:

- Limit to five minutes each and may be in person or in writing.
- The total time for public comment is limited to one hour.
- For details, visit the [SEAC website](http://seac.cenmi.org) (seac.cenmi.org).