



SEAC

Lakehead District School Board
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Delegations to the Special Education Advisory Committee (SEAC)

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The SEAC Agenda Planning Committee may grant requests by members of the public desiring to appear before SEAC provided:

A written request is received by the Chair and/or Secretary.

The request referred must:

- be in the jurisdiction of the Board and must not involve a personnel or individual student(s) matter(s)
- include the nature of the topic to be addressed
- include the name of the spokesperson or presenter for the group.

The presenters shall provide written materials for the presentation to the secretary to the Special Education Advisory Committee. The request for a delegation and the written materials provided will be presented to the next SEAC Agenda Planning Committee Meeting. Up to five pages will be copied by the Secretary to SEAC to be included with the agenda for the SEAC Agenda Planning Committee. The SEAC Agenda Planning Committee will assign a meeting date at which the delegation will be received and advise the requester accordingly.

Presentations shall not appear on the same agenda as a similar item to be discussed by SEAC members at the same meeting.

Requests for delegations by Board employees shall require Director of Education approval.

The secretary shall acknowledge in writing all requests for delegations to SEAC, such requests to be copied to the Chair and Vice Chair of SEAC. In cases where a request for delegation is denied, reasons shall be stated.

There shall be a maximum of one delegation allowed at any one meeting.

The delegation will be limited to ten minutes for its verbal presentation.

Questions of clarification of the delegation may be asked by SEAC members following the presentation.

No decisions or debate relative to the presentation will be made by SEAC members at the meeting at which the presentation is made.

The SEAC Agenda Planning Committee shall review requests of delegations following their presentation, and shall schedule related reports or responses, where appropriate.