



OPEN MEETINGS VIA ELECTRONIC MEANS POLICY

Disability Accommodations:

- A. Although an open meeting may be scheduled as in-person, the City of DeRidder (“City”) is obligated to provide for participation via electronic means on an individualized basis by people with disabilities.
- B. People with disabilities are defined as any of the following:
 - 1. A member of the public with a disability recognized by the Americans with Disabilities Act (ADA);
 - 2. A designated caregiver of such a person; or
 - 3. A councilmember and/or board member of City with an ADA-qualifying disability.
- C. City does not have the capability to allow persons with an ADA recognized disability (members of the public) to participate by video or teleconference, therefore an alternative method will be provided pursuant to R.S. 42:14(E).
- D. City shall ensure that the written public notice for an open meeting, as required by R.S. 42:19, includes the name, telephone number and email address of City’s representative to whom a disability accommodation may be submitted. All requests must be submitted no later than five (5) hours before the beginning of the meeting.
- E. Upon receipt of an accommodation request, requestor shall be allowed participation by requestor submitting his/her comments to City’s representative by hand delivery or email no later than two (2) hours before the start of the scheduled meeting.
- F. Upon receipt of an accommodation request from a member of the public, City’s representative is only permitted to ask if the requestor has an ADA-qualifying disability or is a caregiver of such a person (yes or no). The requestor shall not be required to complete a medical inquiry form or disclose the actual impairment or medical condition to support a disability accommodation request.
- G. Public comments on agenda items will be read allowed in a normal speaking voice by a representative designated by the President of the Council or Chair and will be discontinued after the comment exceeds five minutes.
- H. If a councilmember and/or board member is recognized with an ADA disability and requests to attend meetings electronically rather than in person, City’s representative will provide such councilmember and/or board member with a method by which such member may participate in the meetings by video or teleconference.
- I. A councilmember and/or board member, who has an ADA-qualifying disability and who participates in a meeting electronically as contemplated herein, shall count towards a quorum and shall be allowed to fully participate and vote in said meeting pursuant to R.S. 42:17.2.1.(A).

AUTHORITY NOTE: Promulgated in accordance with Act 393 of the 2023 Regular Session of the Louisiana Legislature.
HISTORICAL NOTE: Promulgated by the City of DeRidder, Louisiana.