

Town of Arnaudville
POLICIES AND PROCEDURES

POLICY TITLE: Teleconference Participation for ADA Accommodations

EFFECTIVE DATE: 1-01-2025

PURPOSE

This policy outlines the rules, regulations, and procedures for regulating and facilitating participation via teleconference for individuals requesting ADA accommodations prior to a public meeting.

OBJECTIVES

This policy is designed to ensure equal access and participation for individuals with disabilities as required by the Americans with Disabilities Act (ADA).

SCOPE

It applies to all public meetings conducted by The Town of Arnaudville where teleconference participation is offered as an accommodation.

POLICY

This policy is designed to ensure equal access and participation for individuals with disabilities as required by the Americans with Disabilities Act (ADA). It applies to all public meetings conducted by The Town of Arnaudville where teleconference participation is offered as an accommodation.

PROCEDURES Definitions:

ADA Accommodation Request: A formal request submitted by an individual with a disability seeking accommodations to ensure their participation in a public meeting.

Teleconference: A meeting conducted over the phone, allowing participants to communicate via audio.

Accommodation Request Process:

Prior to the public meeting, any individual requiring ADA accommodations must submit a formal ADA Accommodation Request to dolores.quebedeaux@arnaudville.org , Arnaudville Town Clerk.

The request should include the following information:

- a. Name and contact information of the requester
- b. Description of the requested accommodation
- c. Details of the public meeting the requester intends to attend
- d. Complete the Certification of Medical Professional form
 1. Take this to your medical provider for completion
 2. You will need the signed and completed form as a PDF document
 3. Upon successful application submission, the Towns designee will confirm the information in the submitted Certification of Medical Professional form by following up with the Medical Professional
 4. Once confirmed, they will contact the designated person to schedule necessary accommodation.

Requests should be submitted at least 7 business days prior to the scheduled public meeting to allow for adequate arrangements.

Teleconference Availability:

The Town of Arnaudville will make reasonable efforts to provide teleconference options for individuals with approved ADA accommodation requests.

Technical Support:

The Town of Arnaudville will provide technical support and guidance to individuals using the teleconference platform to ensure a smooth and accessible experience.

This may include providing instructions for accessing and using the platform, troubleshooting common issues, and offering assistance during the meeting.

Confidentiality:

The Town of Arnaudville will maintain confidentiality regarding the nature of the ADA accommodation requested and any related communications.

Only individuals directly involved in the accommodation process will have access to this information.

Compliance and Review:

The Town of Arnaudville is committed to complying with all applicable ADA regulations and will periodically review and update this policy as needed.