

**WEBSTER PARISH LIBRARIES**  
**ADA MEETING ATTENDANCE POLICY**

---

Although an open meeting may be scheduled as in-person, the Webster Parish Library System is obligated to provide for participation via electronic means on an individualized basis by people with ADA disabilities.

**DEFINITIONS**

The Americans with Disability Act (ADA), in 42 USC §12102, defines “disability” for the purpose of an individual under the ADA to mean:

- A physical or mental impairment that substantially limits one or more major life activities of the individual;
- A record of such an impairment; or
- Being regarded as having such impairment.

The ADA further defines “major life activities” as including, but not limited to, the following:

- Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working; and
- Operation of major bodily functions, such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

As defined in R.S. 42:17.2

"Meeting via electronic means" shall mean a meeting at which one or more members of a public body or members of the public participate via teleconference or video conference.

"Teleconference" shall mean a method of communication which enables persons in different locations to participate in a meeting and to hear and otherwise communicate with each other.

"Video conference" shall mean a method of communication which enables persons in different locations to participate in a meeting and to see, hear, and otherwise communicate with each other.

**BOARD PARTICIPATION**

A member of a public body who has a disability recognized by the ADA shall be allowed to participate and vote in a meeting via electronic means as defined in R.S. 42:17.2 (video or teleconference). Such a member’s participation via electronic means shall also count towards the making of a quorum

## PUBLIC PARTICIPATION

A member of the public who has a disability recognized by the ADA shall be allowed to participate in a meeting via electronic means as defined in R.S. 42:17.2 (video or teleconference).

## NOTIFICATION

The Webster Parish Library System will ensure that the written public notice for an open meeting includes the contact information of the designated agency representative to whom a disability accommodation may be submitted.

The designated agency representative shall provide the requestor with the accommodation, including the teleconference and/or video conference link, for participation via electronic means as soon as possible following receipt of the request, but no later than the start of the scheduled meeting.

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Savannah Jones at 318-371-3080, ext. 140 or via email at [sjones@websterpl.org](mailto:sjones@websterpl.org) describing the assistance that is necessary.