



Open Meetings Law

MEETING PARTICIPATION BY DISABLED INDIVIDUALS

In accordance to Open Meeting Law and as mandated by Act 393, it is the policy of the Central Louisiana Regional Port (CLRP) to facilitate participation in its public meetings by members of the public with disabilities recognized by the Americans with Disabilities Act (ADA), or by caretaker of such person, by telephone or electronic means to include video or telephone conferencing and to fully comply with Louisiana Revised Statutes 42:14E and 17.2.1. Accordingly:

A. Participation of the Public with Disabilities (R.S. 42:14 (E)).

1. If any member of the public who has a condition which meets the definition of a disability under the ADA wishes to participate in a public meeting of CLRP or any committee thereof, such person, or a designated caregiver of such person, shall contact the port’s administrative office at 318-473-1848 at least three business days in advance of the meeting and request that such participation by telephone or electronic means be arranged.
2. The disabled individual shall provide the staff with necessary information regarding the nature of the disability so that the means of telephone or electronic participation can be determined. Medical documentation is required from such members of the public to support an accommodation request verifying that the person has an ADA disability and information about the functional limitations that create the need for accommodation. Reference the Americans with Disability Act (ADA), in 42 USC § 12102.
3. The staff shall then arrange for a video or telephone conference call at the time of the meeting and provide the information regarding such call to the disabled person or designated caregiver.
4. In the event that the nature of the disability of the person requesting telephone participation is such that assistance in participation by telephone may be required by means such as TTY, Voice Carry Over (VCO), Hearing Carry Over (HCO), Speech-to-Speech (STS), or Visually Assisted Speech-to-Speech (VA STS), the port’s staff will provide information concerning the free services of Louisiana Relay and the link to its website for such services at <https://hamiltonrelay.com/louisiana/index.html>.
5. At the designated time for the meeting the staff will initiate the conference call as the host to allow members of the public with qualifying disabilities or their designated caregiver or Louisiana Relay to initiate participation in the conference call.
6. Electronic options including video conference and telephone conference Requirements of R.S. 42:14(E) is not applicable during a properly held executive session or during any meeting that is sequestered in accordance with the law.

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B. Participation of the Board or Council with Disabilities (R.S. 42:17.2.1).

1. In the event that any member of CLRP’s Board of Commissioners or Council who has a condition which meets the definition of a disability under the Americans with Disabilities Act wishes to participate in a meeting of CLRP or a committee thereof, by telephone or electronic means, the policy outlined in the preceding section A. 1-6 shall also apply.
2. In the event of participation by telephone or electronic means in a meeting of CLRP or one of its committees by a member who is qualified to so participate pursuant to La. R.S. 42:17.2.1, said member’s participation in that manner shall count in the determination of whether a quorum exists, the member shall be entitled to vote on any matters on the agenda, and the member shall be entitled to receive a per diem. The meeting chairperson shall ensure that the member or members participating by telephone or electronic means and voting on any matter on the agenda shall have their voting decision recorded during each vote and recorded in the minutes and archive of the meeting.

C. A copy of this policy shall be posted on the Port’s website.

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