

Eastport City Council Meeting Accessibility Policy

Adopted January 8, 2025

The City Council desires to ensure that all individuals who wish to participate in City Council meetings can do so without barriers. To best accomplish this goal, the City has adopted the following policy.

Definitions:

- A *Regularly Scheduled* City Council meeting refers to the standing monthly meeting of the City Council. This meeting is where most City Council business is handled, and the meeting is typically held in one of four locations.
- A *Special* City Council meeting as defined by the City Charter (Section 2.10(a)) is any meeting held that is not regularly scheduled and for which at least 48-hour notice is given. These meetings typically cover time-sensitive business that cannot wait until a Regularly Scheduled meeting and have limited agendas. Special meetings are typically held at City Hall.
- An *Emergency* City Council meeting as defined by the City Charter (Section 2.10(a)) is one that is called with not less than six hours' notice, if possible; but can be held whenever there is time-critical business that requires immediate Council action. All business conducted in an Emergency meeting is reviewed at the next Regularly Scheduled meeting. There is no consistent meeting place for Emergency meetings.

Accessibility:

In order to reasonably accommodate those with hearing impairments, the following procedures will be followed at all Regularly Scheduled City Council meetings:

1. Appropriate in-room amplification will be provided using microphones and speakers;
2. In-room, real-time closed captioning will be provided on a large screen; and
3. Any video streaming will also include real-time closed captioning.

For Special and Emergency meetings, in-room amplification will be provided whenever possible when requested. In-room, real-time closed captioning will be provided for Special meetings and any video streams of Special meetings. When the venue and time allow, Emergency meetings will also include in-room, real-time closed captioning and video captioning.

A. Hest
Dea O'Neal
City Clerk
1-21-2025