



### REMOTE MEETING REQUEST

Act 393 of the 2023 Regular Session of the Louisiana Legislature amended Louisiana law [La R.S. 42:14(E)] to allow any member of the public with a disability recognized by the Americans with Disabilities Act (ADA), or a designated caregiver of such a person, to participate in the meetings of public bodies, including the Lafayette Parish Sheriff's Office (LPSO) via teleconference or video conference if the person requests that accommodation prior to the meeting and if the person complies with the rules, regulations, and procedures adopted by the LPSO for such participation.

Louisiana Law and LPSO policy permit a member of the public to speak at its meetings on any item on its agenda. Such public participation is limited to three (3) minutes per speaker, and comments must be directed to agenda items. Board agendas posted on its website at least twenty-four (24) hours prior to its meetings.

Please complete and submit the following form if you are a person with a disability recognized by the ADA, or you are a caregiver of a person with a disability recognized by the ADA, and you wish to participate remotely in the public portion of a meeting to provide public comment. **To make appropriate arrangements for your electronic participation, the LPSO must receive your request to do so at least five (5) working hours prior to the beginning of the meeting at which you would like to speak** (i.e., if the meeting is scheduled for Tuesday at NOON, your request must be made before 3:00 PM on Monday.) If said request is completed and received in a timely manner, you will have the same right to participate in the meeting as is provided to persons in physical attendance at same.

You may email the completed form to LPSO\_PUBLICINFO@lafayettesheriff.com or mail to the address below.

#### PLEASE PROVIDE THE FOLLOWING INFORMATION

Date of Request \_\_\_\_\_

Full Name of Participant\* \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address \* \_\_\_\_\_

Email Address\* \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature \_\_\_\_\_

I (or the person for whom I serve as a caregiver) request the opportunity to comment on the following item(s) on the agenda of the meeting \_\_\_\_\_

#### CERTIFICATIONS AND ACKNOWLEDGEMENTS

I understand that an individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities or a person who has a history or record of such an impairment. Act 393 of 2023 only authorizes electronic participation in Board Meetings by "any member of the public with a disability recognized by the Americans with Disabilities Act or a designated caregiver of such a person." By checking this box, I certify that I am a person with a disability recognized by the ADA or a designated caregiver for a person with a disability recognized by the ADA.

I understand that any member of the public who is permitted to speak in a Board Meeting must refrain from using profanity or inappropriate sounds/language. Failure to comply will result in removal from the meeting electronically or otherwise.

I understand that I will be emailed the contact information for the upcoming teleconference into the Board Meeting, and that I must call into the meeting at least 10 minutes before the meeting begins, from the phone number I have listed above. Further instructions will be in the email.

