

CCD Policy on Providing Accommodations

The Consortium for Citizens with Disabilities (CCD) is committed to ensuring that all staff of its member organizations can participate fully in CCD business. Therefore, CCD has the following policy:

1. Conduct meetings in barrier-free locations near public transportation;
2. Provide all materials in advance of each meeting in electronic format;
3. Upon request, provide materials in alternate formats*;
4. Provide auxiliary aids and services for all public CCD meetings, including the CCD Annual Meeting and CCD-sponsored briefings to the public
<http://www.ada.gov/reg3a.html>

Under the Americans with Disabilities Act (ADA,) it is the responsibility of the member organization employer of individual representatives to CCD to provide the accommodations that enable the individual to participate in regularly scheduled CCD task force meetings, CCD Task Force workgroup meetings, CCD advocacy activities (such as Hill visits and meetings with Administration officials), CCD Co-Chairs meetings and CCD Board meetings (if the individual is a member of the CCD Board).

However, CCD understands there might be circumstances where an employer is not covered by the ADA or under which providing the reasonable accommodations for CCD business would present an undue hardship for the organization and therefore make it impossible for the organization to participate in CCD without assistance in providing the needed accommodation. Although CCD has no legal obligation to provide these accommodations even under those circumstances, CCD wants to encourage the broadest participation by disability organizations possible. It is therefore CCD's policy to consider, on a case by case basis, requests for accommodations from member organizations and has the following policy:

5. Consider upon request, providing auxiliary aids and services for regularly scheduled CCD Task Force monthly meetings and regularly scheduled monthly co-chairs meetings.

Procedure for Requesting Accommodations: Requests for accommodations must be submitted in writing to the CCD Board Chair with a copy to the Co-Chairs of the Task Force for which the accommodation is requested, when applicable. The request must be provided in writing no less than 14 days in advance of the Task Force or Co-Chairs meeting. All requests must include the following information:

- The reason why the organization is not covered by the ADA or why providing the accommodation would represent an undue hardship and make participation impossible.
- A description of the specific accommodation or accommodations needed; and

- A source for securing such accommodation. For example, if a sign language interpreter is needed, the requesting organization must provide to the CCD Board chair the phone number or website of the company that contracts with the interpreter.

Additional rules regarding submitting requests for accommodations:

- A separate request must be made for each meeting for which the accommodation is required and cannot be submitted more than one month in advance of the meeting.
- If there is a penalty for cancellation of the accommodation, the requesting organization is responsible for payment of the penalty if the accommodation is not used.

Process for responding to requests for CCD funded accommodations: The CCD Board Chair should approve requests for accommodations when:

- A member organization is not covered by the ADA and the failure to provide the accommodation would make participation in CCD impossible OR
- A member organization provides compelling evidence that providing the accommodation would present the organization with an undue hardship making participation in CCD impossible
- Funding is available in budget line item for accommodations. If the Board Chair receives requests for accommodations exceeding the amount in the budget for accommodations and one of the two criteria above have been met, requests must be brought to the entire CCD Board for approval and decisions regarding whether to approve such requests shall be made following the applicable Board financial policy.

*Requests for materials in alternate formats other than electronic formats (such as) Braille must be submitted at least 7 days prior to the meeting.

This policy is in effect from January 1, 2015 until December 31, 2015.