



Post Office Box 380 • Port Allen, Louisiana 70767-0380 • Phone (225) 342-1660 • Fax (225) 342-1666 • [www.portgbr.com](http://www.portgbr.com)

**GREATER BATON ROUGE PORT COMMISSION POLICIES AND  
PROCEDURES  
MEETING PARTICIPATION BY DISABLED INDIVIDUALS  
Effective Date – August 1, 2023**

It is the policy of the Greater Baton Rouge Port Commission to facilitate participation by telephone in its public meetings by members of the public with disabilities recognized by the Americans with Disabilities Act and to fully comply with Louisiana Revised Statutes 42:14E and 17.2.1. Accordingly:

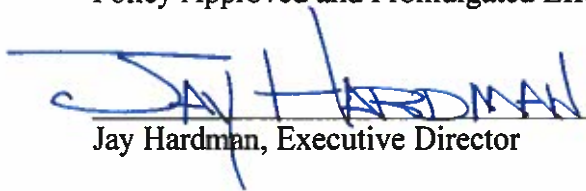
- A. Telephone Participation in Meetings by Members of the Public with Disabilities.
1. If any member of the public who has a condition which meets the definition of a disability under the Americans with Disabilities Act wishes to participate in a public meeting of the Greater Baton Rouge Port Commission or any committee thereof, such person, or a designated caregiver of such person, shall contact the port's administrative office at 225-342-1660 at least three business days in advance of the meeting and request that such participation by telephone be arranged.
  2. The disabled individual shall provide the port's staff with necessary information regarding the nature of the disability so that the means of telephone participation can be determined.
  3. The port's staff shall then arrange for a 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 Port's 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, as the case may be, to initiate participation in the conference call.

**B. Telephone Participation in Meetings by Members of the Commission with Disabilities.**

1. In the event that any member of the commission who has a condition which meets the definition of a disability under the Americans with Disabilities Act wishes to participate in a meeting of the commission, or a committee of the commission, by telephone, the policy outlined in the preceding section shall also apply.
2. In the event of participation by telephone in a meeting of the commission or one of its committees by a member of the commission who is qualified to so participate pursuant to La. R.S. 42:17.2.1, the meeting chairperson shall ensure that the member or members participating by telephone 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.**

Policy Approved and Promulgated Effective August 1, 2023.

  
Jay Hardman, Executive Director