



SOUTH TANGIPAHOA PARISH PORT COMMISSION
POLICY ON MEETING PARTICIPATION BY DISABLED INDIVIDUALS

It is the policy of the South Tangipahoa Parish Port Commission to facilitate participation in its public meetings by members of the public with disabilities recognized by the Americans with Disabilities Act by telephone and to fully comply with Louisiana Revised Statutes 42§14E and 42§17.2.1. Accordingly, the Commission has adopted the following:

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 South Tangipahoa Port Commission or any official committee thereof when a quorum is present, such person, or a designated caregiver of such person, shall contact the port's administrative office at 985-386-9309 or info@portmanchac.com at least twenty-four hours in advance of the meeting and request that such participation by telephone 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 participation can be determined.
3. The Commission 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 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.

SOUTH TANGIPAHOA PARISH PORT COMMISSION

dba/Port Manchac Distribution Center

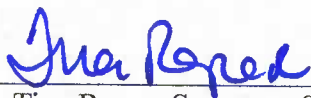
163 West Hickory Street, Ponchatoula, Louisiana 70454 (985) 386-9309
e-mail: info@portmanchac.com Fax: (985) 386-9389 Web: portmanchac.com

B. Telephone Participation in Meetings by Members of the South Tangipahoa Parish Port Commission with Disabilities.

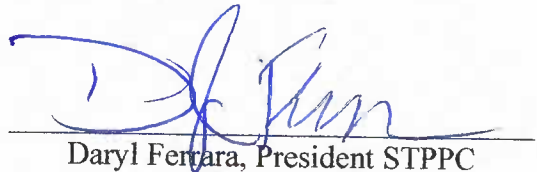
1. In the event that any member of the Commission who has a condition which meets the definition of a disability under the Americans with Disabilities Act wishes to participate in a meeting of the Commission or an official committee thereof, by telephone, the policy outlined in the preceding section shall also apply.
 2. In the event of participation by telephone in a meeting of the Commission or one of its official 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 not be entitled to receive a per diem. 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. Written comments on agenda items may be submitted to the Commission at least 4 hours prior to the start of a public meeting to: info@portmanchac.com. All comments timely received shall be presented to the commissioners at the public meeting prior to a vote on such item.
- D. A copy of this policy shall be posted on the Commission's website. All notices of public meetings of the Commission shall contain the following:

Any member of the public who has a condition which meets the definition of a disability under the Americans with Disabilities Act and who wishes to participate in this meeting, such person, or a designated caregiver of such person, shall contact the port's administrative office at 985-386-9309 at least twenty-four hours in advance of the meeting and request that such participation by telephone be arranged.

Policy Approved and Adopted Effective Wednesday, March 13, 2024



Tina Roper, Secretary STPPC



Daryl Ferrara, President STPPC