



# Contra Costa County Bar Association

## ACCESSIBILITY EVENT POLICY

### 1. Statement of Purpose

- a. The Contra Costa County Bar Association's ("CCCBA") mission statement and goals include initiatives that support diversity, equity, and inclusion of marginalized and underrepresented persons or groups, which include, but are not limited to, people of color, women, people who identify as non-binary, people who identify as LGBTQ+, people with non-traditional gender expressions, people with a disability, and people who come from a low socio-economic status ("marginalized groups"). As a result, the CCCBA is committed to promoting diversity, equity, and creating a more inclusive legal community through its speaking opportunities and educational programs. To meet these objectives, CCCBA requires MCLE events and meetings sponsored by the CCCBA, its sections or committees to be accessible to individuals with a disability, including but not limited to, remote-hybrid format.

### 2. Virtual Requirement

At the time of requesting approval for an in-person MCLE event or non-MCLE meeting all sections and committees of CCCBA must comply with the following:

- a. For in-person MCLE events sponsored by CCCBA, its sections or committees, virtual access must be offered to all attendees.
- b. For in-person meetings sponsored by CCCBA, its sections, or committees, virtual access must be offered to all attendees. "Meetings" do not include events whose main purpose is social in nature. However, CCCBA strongly encourages its sections and committees to make every attempt to offer virtual access at social events.
- c. All equipment required to implement Section 2(a) above, will be provided and operated by CCCBA staff. All equipment required to implement Section 2(b) (non-MCLE meetings) shall be provided by CCCBA, but the meeting organizer will be required to operate the equipment or utilize Zoom platform for virtual access. Optional equipment training will be provided by a DEI committee member upon request.

### 3. Accommodation Requirement

- a. The language "*If you require accommodation at this event, please let us know in the notes section when you register or contact [insert contact email info]*" must be included on all registration and marketing materials for all events and programs (including social events) sponsored by CCCBA, its sections, or committees, or other alternatives as established by CCCBA Board.

#### **4. Closed Caption Requirement**

- a. All virtual events, programs and meetings sponsored by CCCBA, its sections, or committees must give the option to attendees to request closed captioning.

#### **5. Written Materials**

- a. For all meetings and events sponsored by CCCBA, its sections, or committees, when possible, speakers should provide written materials to CCCBA, sections or committees 3 working days prior to the meeting or event, so that upon request by an attendee, written materials may be provided at least 48 hours in advance of the meeting or event.

#### **6. Exceptions**

- a) An exception to one or more of the requirements of this Policy may be granted by a committee comprised of the executive board and one person appointed by DEI Committee, if it determines that a good faith effort was made to comply with this policy, but for whatever reason, it was not possible to comply with one or more of the requirements.
- b) When evaluating good faith exceptions, the totality of the circumstances and all relevant information shall be considered.
- c) CCCBA reserves the right to cancel or delay programs from sections or committees with repeated non-compliance.
- d) On the day of an event, program or meeting is scheduled to occur, if either before or during such occurrence, a technological failure caused by CCCBA (including its Sections and Committees) makes remote access inaccessible to all or certain attendees, the in-person portion of the event, program or meeting will continue. Remote attendees will be provided access to a recording, or they may request a credit for a future event or program.