

**Procedures for Remote Meeting Access
As required by Act 393 of 2023**

Remote Access for Disabled

Any person with a disability recognized by the Americans with Disability Act (ADA), or a designated caregiver of such person, may participate remotely in the public portion of a regular meeting of the Board of Trustees of the Municipal Employees' Retirement System (MERS).

A "regular meeting" is one that is conducted at the offices of MERS and is open to members of the public who may personally attend the meeting. Meetings for the MERS Board of Trustees are occasionally held at a site other than the offices of MERS. In these instances, technology may not be available to allow remote access.

A written request for remote access to such a meeting must be received at least 72 hours prior to the starting time of the meeting, or within 24 hours of the posting of the notice of the meeting if the meeting notice was not posted more than 72 hours in advance of the meeting. The request may be sent via email to lobby@mersla.com, facsimile to 225-925-4816, or via mail or delivery to 7937 Office Park Blvd, Baton Rouge, LA 70809. It should include an email address for response.

The request for remote access must state that the person making the request has a disability recognized by the ADA or is the caregiver for such a person. The nature of the disability need not be disclosed. Making a false statement on such a request can result in penalties pursuant to R.S. 14:133.

An email will be sent by MERS acknowledging the requestor's ability to participate remotely and providing necessary information about how to access the meeting via video or teleconferencing.

A person who has been granted remote access may submit electronic comments about an agenda item. Comments should be received at least 24 hours prior to the start of the meeting and should be addressed to lobby@mersla.com.

Persons participating remotely in a meeting must do so with their device on mute unless they have been specifically authorized to speak by the person chairing the meeting.

Documents made available to those participating in person during a meeting should also be made available to those persons participating remotely, if technology allows.

If the Board of Trustees conducts an executive session during a regular meeting any person who has been given remote access to the meeting will have that access discontinued while the Board is in executive session. Access will be restored once the Board returns to general session.

Access for Board Members

A member of the MERS Board of Trustees who has a disability recognized by the ADA may participate in meetings electronically.

The board member should submit a statement from a physician indicating that the board member has an ADA-recognized disability. The nature of the disability need not be disclosed.

Such a board member attending a meeting electronically via video or teleconferencing counts towards a quorum and may participate and vote in meetings. Participation must be via audio and video.

A per diem will not be paid to a board member participating in a meeting electronically.