

## LOUISIANA BOARD OF SOCIAL WORK EXAMINERS POLICY FOR REMOTE PARTICIPATION

### **Purpose:**

To comply with La. R.S. 42:14(E) authorizing any member of the public with a disability recognized by the [Americans with Disabilities Act \(ADA\)](#), or a designated caregiver of such a person, to participate in the meetings of public bodies, including meetings of the Louisiana Board of Social Work Examiners (“Social Work Board”), via teleconference or videoconference, if the person requests that accommodation prior to the meeting and complies with the rules, regulations, and procedures adopted by the Social Work Board for remote participation. A list of disabilities recognized by the ADA is available at:

<https://lla.la.gov/resources/legal-assistance/legal-faq>.

### **Procedures:**

1. The Social Work Board and its committees shall post its agendas on the Social Work Board’s website at least 24 hours prior to each meeting.
2. Each agenda shall include information for eligible member so the public to request to participate via teleconference or videoconference.
3. The Social Work Board shall maintain on its website [labswe.org](http://labswe.org) a Remote Request Form and shall provide a copy of the Remote Request Form via fax, mail or email in response to any written request for the Remote Request Form received at the Social Work Board’s Office, via email to [socialwork@labswe.org](mailto:socialwork@labswe.org), or requested by contacting the Social Work Board at: (225) 756-3470.
4. If the Social Work Board receives a completed Request for Remote Participation for any person with a disability recognized by the ADA, or a caregiver of a person with a disability recognized by the ADA at [socialwork@labswe.org](mailto:socialwork@labswe.org), at least two hours prior to the meeting, a member of the Social Work Board’s staff will contact the requester with further information on options for participating in the Board meeting remotely.
5. The Social Work Board’s Policy for Remote Participation and any amendments thereto shall be published as a rule with the next set of rules submitted to the Office of State Register for publication.
6. The Social Work Board’s Policy for Remote Participation shall be available on the Social Work Board’s website: [labswe.org](http://labswe.org).