

OFFICE OF RETIREMENT SERVICES

ADA Title II & WCAG Accessibility Compliance

Meeting guidance for trustees, presenters, and staff

August 2026

In-Person & Remote Participation

TRUSTEES

Capture who spoke, what was discussed, and what was decided — in person or remote.



In-Person

- State your name at roll call.
- Ensure your mic is on.
- Move close to the mics.
- Speak one at a time.



Remote

- Raise your hand; state your name once unmuted.
- Use a reliable mic.
- Speak one at a time.



Motions

- Clearly state the motion.
- Chair repeats each motion for the record.



Suggested phrase:

“Trustee [Name], I have a question regarding Agenda Item 1.6(b).”



For every motion: announce the motion, identify mover & seconder, and state whether it passed.

Prepare Accessible Materials

PRESENTERS

Accessibility starts before the meeting, not while presenting.



Slides

- Use large text and strong contrast.
- Keep one idea per slide; avoid clutter.



Visuals

- Add alt text to charts and images.
- Don't use color alone (e.g., highlights) — add a label or icon.



Files

- Ensure the presentation file is ADA compliant.
- Ensure presentation file remains in accessible format.

During the Meeting

PRESENTERS

Speak clearly to help everyone follow the presentation content.



Open Accessibly

- Introduce yourself and your role.
- Provide context to your presentation



Present Clearly

- Announce each slide title.
- Describe key visuals on each slide.



Answer Questions

- Repeat or summarize the question.
- Answer clearly and at a steady pace.



If it's important enough to be on a slide, it's important enough to describe.

Meeting Coordination

STAFF

Behind-the-scenes steps that make the meeting accessible for everyone.



Files & Materials

- Confirm agenda materials are ADA compliant before the meeting.
- Attach documents in accessible formats (e.g., PDF/A).



Captions & Recording

- Turn on open captions in Zoom for real-time access.
- Record the meeting and save the recording.



Post-Meeting

- Review meeting transcript for accuracy.
- Post an accurate transcript and recording after the meeting.

Four Best Practices for Everyone

KEY TAKEAWAYS



Identify yourself

Say your name before speaking.



Speak clearly

Use the mic and a steady pace.



Be specific

Name the item, section, or page.



Provide context

Describe key visuals