



HEARING IMPAIRED POLICY

SECTION I: SCOPE:

This Policy serves to explain procedures for providing accommodations for any public meeting held by the Town of Indian Trail. This Policy is in place to assist in providing guidelines and information to those citizens requiring a sign language interpreter, enabling equal access, effective communication and full participation in society.

SECTION II: GENERAL:

- A. NOTIFICATION: The North Carolina Division of Services for the Deaf and Hard of Hearing (**DSDHH**) recommends that the Town of Indian require a 7 day advance notice to the Town Clerk of the need of a signing interpreter. Upon notification, the Clerk will contact and make arrangements to provide an interpreter to be available at the meeting.
- B. IF ADVANCE NOTICE IS NOT PROVIDED: The Clerk will have available contact information for 2 interpreters and will make an attempt to obtain their services. Should either or both of the interpreters be unavailable, **DSDHH** recommends that the Clerk provide a seat next to her for that individual to read the notes made on the town lap top during the meeting.
- C. TRANSCRIPT OF MEETING: The Clerk will provide a copy of the draft minutes, upon completion when requested by the hearing impaired, with the understanding that, until approved, they are draft minutes only. Upon approval of the minutes by Indian Trail Town Council, the Clerk will post those minutes on the website (www.indiantrail.org) for availability to all.

SECTION III: AMENDMENT PROCEDURE:

This Policy may, from time to time, be amended by a majority vote of the Town Council at a regularly scheduled Council meeting.

SECTION IV: EFFECTIVE DATE:

This Policy shall take effect immediately following a majority vote of the Town Council at a regularly scheduled Council meeting.

This policy was approved by the Indian Trail Town Council on August 14, 2012.

APPROVED: _____

Michael L. Alvarez, Mayor

Attest: _____

Peggy Piontek, Town Clerk