



Accessibility Guidelines

1. Accessible seating:

- If the event is in an auditorium, designate space at the top of the room for people with wheelchairs and include chairs for personal assistants and participants with disabilities who do not use wheelchairs
- If the event is at a smaller venue with movable chairs, remove a chair to create space for a wheelchair and guide the participant to that space
- Designate a space toward the front (or near the stage) for the participant
- Extra time to return to seat

2. Longer breaks:

- Schedule breaks between sessions that are fifteen minutes or longer so people with disabilities have sufficient time to take a break and return

3. More time for decision-making:

- Allow time before a vote for participants to gather their thoughts

4. Repetition of audience questions:

- Persons running meetings should clearly re-state an audience member's question or summarize their statement

5. Individuals with service animals:

- Allow this participant to have their animal seated next to them in an area that offers easy exit and remember that service animals are not pets but are working aides

6. Individuals with personal assistants:

- Give the assistant the appropriate credential and allow them to stay in the meeting
- Provide seating for the personal assistant next to the participant

7. Family room (nursing space):

- Designate a room without windows for a family room and provide chairs
- Be sure volunteers know where the room is located so they are able to direct participants
- If there is not a room without windows in the location, cover the windows with paper or get creative to ensure privacy

8. Gender-neutral restroom:

- Designate a restroom as gender-neutral for every event
- At schools, ask for the location of a staff or family restroom
- Be sure volunteers know where the room is located so they are able to direct participants

9. Prayer Room/Breaks

- Designate a room for peaceful prayer and allow participants to take breaks to pray
- Work with your community to meet their needs further
- Be sure volunteers know where the room is located so they are able to direct participants

Requests for Accommodations - Every meeting notice or call to convention or endorsing commission shall include information regarding the name of the person to contact, how to contact that person, and the deadline for requesting reasonable accommodation for persons with disabilities. Subject to the Accessibility General Rules in the Rule Book: The State DFL Party shall be responsible for expenses incurred in fulfilling reasonable requests for accommodation at State Central Committee meetings, State Executive Committee meetings, State Standing Committee meetings, State Conventions, and other State DFL-sponsored activities (for example: fundraising events, political rallies, and election night parties). All other units and Community Outreach Organizations shall be responsible for expenses incurred in fulfilling reasonable requests for accommodation at their events, meetings, and conventions.

(DFL Official Call 2022-2023, Page 1)

For questions or resources: visit dfl.org/accommodations or email accommodations@dfl.org

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