



Shirley N. Weber, Ph.D.

California Secretary of State

Elections Division

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Meeting/Teleconference Location Requirements Checklist

- ☐ Facility is open to the public.
- ☐ Facility is accessible to people with disabilities.
- ☐ Facility does not prohibit admittance of any persons on the basis of race, religious creed, color, national origin, ancestry, or sex.
- ☐ Facility does not charge a fee or require a purchase for access.
- ☐ Facility does not require a person to register his or her name, to provide other information, to complete a questionnaire, or sign-in for admittance.
- ☐ Facility allows for carrying and use of cameras, recording, and transmittal equipment by the public.
- ☐ Facility has space for a gathering of committee members and several members of the public.

(For Teleconference Locations)

- ☐ Facility has phone system that allows for speaker-phone conference calling.
- ☐ The conference call setup allows for audio to be heard by everyone in attendance at an intelligible volume.