Voting Accessibility Advisory Committee (VAAC)
Agenda
August 13, 2019
1:30 p.m. – 3:15 p.m.
City Hall, Room 48

1:30 p.m. – 1:45 p.m.
I. **Welcome and Introductions:**

1:45 p.m. – 2:05 p.m.
II. **Brief demonstration on using accessible voting equipment**
   A. Presentation to the group on the accessible features of the voting equipment.
   B. Individual testing of accessible features (time permitting)

2:05 p.m. – 2:35 p.m.
III. **Review of recommendations VAAC provided to Dominion Voting Systems**
   A. Review recommendations for improvements referenced in letter VAAC sent to Dominion in October 2018 (see Attachment 1)
   B. Update from Dominion regarding recommendations from VAAC
   C. Identify new recommendations to improve accessibility of voting equipment

2:35 p.m. – 3:00 p.m.
IV. **Summary of meeting and announcements**
   A. VAAC and Dominion to discuss the timeframe for Dominion to respond to each recommendation from VAAC.
   B. Dominion to explain its process for considering specific improvements to features that improve accessibility, and the timeframes associated with adding new and/or improved features that increase accessibility.

3:00 p.m. – 3:15 p.m.

V. **Announcements**

A. The Department requests VAAC to consider the following questions when reviewing the updated brochure regarding accessibility and voting (Attachment 2):

1. What is the best font type/size to use in the brochure? Current draft is produced in Clearview 16pt font, developed by researchers with the specific goal of being easy to read.
2. Is there any other information that needs to be addressed in this brochure? Does the brochure provide the right level of detail?
3. Are there any sections that are unclear?
4. When laying out this brochure, what design elements/color scheme we should avoid/incorporate?
5. Brochure will be designed in audio format, Braille, and HTML. Are there other formats that we should consider?
6. Do you have any suggestions for how the Department should distribute or advertise this brochure?

B. Next VAAC meeting: September 19, 1:30 p.m., during which Dominion invites VAAC to provide direct input into developing new version of online accessible vote-by-mail system.

C. Department is updating materials for Emergency Voting program and can provide this material in relation to the VAAC meeting on September 19.

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