

# **Colorado County Web Accessibility Procedures**

## **Introduction**

Colorado County strives to make Election Online Content more accessible for people with disabilities, more compatible with assistive technology, and more user friendly for everyone pursuant to Title II of the Americans with Disabilities Act. These procedures were developed to assist voters and citizens of Colorado County who may have accessibility issues and to ensure that all voters of the County have access to Election Online Content.

## **A. Posting of Election Online Content**

1. The Colorado County Election Administrator's duties include uploading and managing Election Online Content on behalf of the County.
2. The County will ensure that Election Online Content complies with Web Content Accessibility Guidelines ("WCAG"), WCAG 2.1, Level AA, (<https://www.w3.org/TR/WCAG21/>) by (a) obtaining assistance from the County's IT Department; (b) utilizing independent services to assist in the conversion of online content to ensure equitable access to digital, document, and printed information for people with disabilities; and (c) assistance and review from the County's Independent Web Accessibility Services Provider ("Website Auditor") approved by the U.S. Department of Justice.
3. The Colorado County Elections Office will resolve all accessibility issues unless doing so causes a fundamental alteration (i.e., changes the essential nature of the content) or undue burden (i.e., significant difficulty or expense). In those cases, the County will take other steps to provide access to the substance of the content to the maximum extent possible.

## **B. Review and Testing**

1. The Website Auditor will conduct automated and manual accessibility testing of the County's Election Website and Election Online Content at least annually and any time new information is made publicly available on the County's Election Website and Election Online Content.
2. The Website Auditor's review shall be based on a sample of Election Online Content on the County's Election Website selected based on a methodology determined by the Website Auditor. The Website Auditor will conduct manual testing on a Windows or Mac computer using NVDA, JAWs, or VoiceOver, as appropriate. Proprietary software is used for all automated testing.

3. The Website Auditor shall provide a copy of each of its final evaluations to the County. The evaluations shall assess whether the information on the County's Election Website and Election Online Content reviewed complies with requirements of WCAG 2.1, Level AA, and shall make recommendations to address any accessibility barriers found in the Election Online Content.
4. The County shall implement the recommendations contained in the evaluations within sixty (60) calendar days of receiving the evaluation with the assistance of the Website Auditor.


### **C. Training**

1. The County's Website Auditor provides at least one (1) hour of mandatory, interactive Web accessibility training annually to all County employees, elected officials, contractors, and any other individual tasked with uploading and managing Election Online Content on behalf of the County.
2. The training shall include all steps necessary for how the County Elections Website and Election Online content will be accessible consistent with Title II and in conformance with WCAG 2.1, Level AA.

### **D. Complaint and/or Feedback Process**

1. Any concerns about the usability of the County's Election Website or accessibility of the County's Election Online Content shall be directed to County as provided on the County's website.
2. The County with the assistance of the Website Auditor will respond to any comments or requests within fourteen (14) calendar days from when the County received it. If the County and/or Website Auditor identifies an accessibility barrier and requires additional time to resolve or otherwise substantively address the accessibility barrier, the County may take an additional fourteen (14) calendar days to resolve the barrier. The County will notify the requester of the additional time needed to remove the barrier. The County will also notify the requester if it cannot or does not remove the barrier. If the County cannot or does not remove the barrier, it will otherwise provide the requester with full and equal access to the County's Election website and Election Online Content in a manner consistent with or equally effective as the method or manner requested.

Dated: Adopted on November 12, 2024.

  
County Judge, Colorado County, Texas

Dave W. ...  
Commissioner, Precinct 1

Ryan P. Brandt  
Commissioner, Precinct 2

[Signature]  
Commissioner, Precinct 3

[Signature]  
Commissioner, Precinct 4

Attest: [Signature]  
County Clerk, Colorado County

