

CivicPlus Accessibility Conformance Report

WCAG Edition

(Based on VPAT® Version 2.5)

Name of Product/Version: Agenda and Meeting Management Essential (Public)

Report Date: July 2024

Product Description: Agenda and Meeting management software that provides a municipality with the ability to create agendas, packets, minutes and run live meetings.

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Notes:

Evaluation Methods Used: Online compliance testing tools

Applicable Standards/Guidelines WCAG 2.2

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0	Level A (Yes) Level AA (Yes) Level AAA (No)
Web Content Accessibility Guidelines 2.1	Level A (Yes) Level AA (Yes) Level AAA (No)
Web Content Accessibility Guidelines 2.2	Level A (Yes) Level AA (Yes) Level AAA (No)

Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports:** The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Partially Supports:** Some functionality of the product does not meet the criterion.
- **Does Not Support:** The majority of product functionality does not meet the criterion.
- **Not Applicable:** The criterion is not relevant to the product.
- **Not Evaluated:** The product has not been evaluated against the criterion. This can only be used in WCAG Level AAA criteria.

WCAG 2.2 Report

Note: When reporting on conformance with the WCAG 2.2 Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the [WCAG 2.0 Conformance Requirements](#).

Table 1: Success Criteria, Level A

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content (Level A)	Supports	
1.2.1 Audio-only and Video-only (Prerecorded) (Level A)	Not Applicable	
1.2.2 Captions (Prerecorded) (Level A)	Not Applicable	
1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A)	Not Applicable	
1.3.1 Info and Relationships (Level A)	Supports	
1.3.2 Meaningful Sequence (Level A)	Supports	
1.3.3 Sensory Characteristics (Level A)	Not Applicable	
1.4.1 Use of Color (Level A)	Supports	
1.4.2 Audio Control (Level A)	Not Applicable	
2.1.1 Keyboard (Level A)	Does Not Support	The Product's Public Page date picker does not support keyboard functionality.
2.1.2 No Keyboard Trap (Level A)	Partially Supports	The Product's Public Page generally supports tabbing through elements as expected. However, users may occasionally experience an issue where tabbing becomes unresponsive for a short period. If users continue to press the tab key, the tabbing functionality will eventually resume and allow navigation through the elements as intended.
2.1.4 Character Key Shortcuts (Level A 2.1 and 2.2)	Not Applicable	
2.2.1 Timing Adjustable (Level A)	Not Applicable	
2.2.2 Pause, Stop, Hide (Level A)	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
2.3.1 Three Flashes or Below Threshold (Level A)	Not Applicable	
2.4.1 Bypass Blocks (Level A)	Partially Supports	The Product's Publish Page generally functions as intended.
2.4.2 Page Titled (Level A)	Supports	
2.4.3 Focus Order (Level A)	Partially Supports	The Product's Public Page generally supports tabbing through elements as expected. However, users may occasionally experience an issue where tabbing becomes unresponsive for a short period. If users continue to press the tab key, the tabbing functionality will eventually resume and allow navigation through the elements as intended.
2.4.4 Link Purpose (In Context) (Level A)	Partially Supports	The Product's Publish Page generally supports file attachments effectively. However, users may sometimes forget to name attachments, which can make it challenging to understand the content or context from the link text alone. Despite this, the file type is always clearly indicated.
2.5.1 Pointer Gestures (Level A 2.1 and 2.2)	Not Applicable	
2.5.2 Pointer Cancellation (Level A 2.1 and 2.2)	Supports	
2.5.3 Label in Name (Level A 2.1 and 2.2)	Supports	
2.5.4 Motion Actuation (Level A 2.1 and 2.2)	Not Applicable	
3.1.1 Language of Page (Level A)	Supports	
3.2.1 On Focus (Level A)	Supports	
3.2.2 On Input (Level A)	Supports	
3.2.6 Consistent Help (Level A 2.2 only)	Not Applicable	
3.3.1 Error Identification (Level A)	Supports	
3.3.2 Labels or Instructions (Level A)	Supports	
3.3.7 Redundant Entry (Level A 2.2 only)	Not Applicable	
4.1.1 Parsing (Level A) WCAG 2.0 and 2.1 – Always answer ‘Supports’ WCAG 2.2 (obsolete and removed) - Does not apply	Supports	<i>For WCAG 2.0 and 2.1, the September 2023 errata update indicates this criterion is always supported.</i>

Criteria	Conformance Level	Remarks and Explanations
		See the WCAG 2.0 Editorial Errata and the WCAG 2.1 Editorial Errata .
4.1.2 Name, Role, Value (Level A)	Partially Supports	The Product's Public Page generally functions well, but the "Reset" and "Filter" buttons currently lack tooltips.

Table 2: Success Criteria, Level AA

Criteria	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live) (Level AA)	Not Applicable	
1.2.5 Audio Description (Prerecorded) (Level AA)	Not Applicable	
1.3.4 Orientation (Level AA 2.1 and 2.2)	Supports	
1.3.5 Identify Input Purpose (Level AA 2.1 and 2.2)	Supports	
1.4.3 Contrast (Minimum) (Level AA)	Partially Supports	The Product's Public Page generally meets the contrast criteria with the exception of the column titles.
1.4.4 Resize text (Level AA)	Supports	
1.4.5 Images of Text (Level AA)	Supports	
1.4.10 Reflow (Level AA 2.1 and 2.2)	Supports	
1.4.11 Non-text Contrast (Level AA 2.1 and 2.2)	Supports	
1.4.12 Text Spacing (Level AA 2.1 and 2.2)	Partially Supports	The Product's Agenda Page generally displays content correctly but spacing may be affected negatively depending on zoom ratio or window resizing by the user.

Criteria	Conformance Level	Remarks and Explanations
1.4.13 Content on Hover or Focus (Level AA 2.1 and 2.2)	Not Applicable	
2.4.5 Multiple Ways (Level AA)	Partially Supports	The Product generally provides multiple methods to navigate to a desired page. However, it's uncertain if the calendar page qualifies as a second method.
2.4.6 Headings and Labels (Level AA)	Supports	
2.4.7 Focus Visible (Level AA)	Partially Supports	The Product's Public Page partially supports keyboard accessibility. While some elements, like the date picker, do not function via keyboard, other elements can be Visually identified when highlighted during tab navigation, albeit with some difficulty. However, in the meeting list section of the Public Page, there is an issue where it is challenging to determine one's current position while tabbing through, creating a usability concern.
2.4.11 Focus Not Obscured (Minimum) (Level AA 2.2 only)	Supports	
2.5.7 Dragging Movements (Level AA 2.2 only)	Not Applicable	
2.5.8 Target Size (Minimum) (Level AA 2.2 only)	Supports	
3.1.2 Language of Parts (Level AA)	Partially Supports	This feature is implemented in the Product, as observed in the HTML Packet, but its presence in the Public Page or Publish Page is unclear.
3.2.3 Consistent Navigation (Level AA)	Supports	
3.2.4 Consistent Identification (Level AA)	Supports	
3.3.3 Error Suggestion (Level AA)	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
3.3.4 Error Prevention (Legal, Financial, Data) (Level AA)	Not Applicable	
3.3.8 Accessible Authentication (Minimum) (Level AA 2.2 only)	Not Applicable	
4.1.3 Status Messages (Level AA 2.1 and 2.2)	Not Applicable	

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This Voluntary Product Accessibility Template (VPAT) is provided as a self-assessment by CivicPlus, LLC ("CivicPlus"). The information in this document is intended to help our customers understand how much our product(s) meet the accessibility guidelines of A and AA levels of the Web Content Accessibility Guidelines (WCAG) 2.0, 2.1, and 2.2.

This VPAT is based on a self-assessment conducted by CivicPlus. It reflects CivicPlus' understanding and interpretation of the product's accessibility features and conformance at the time of the assessment. This self-assessment is not an independent third-party evaluation.

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CivicPlus reserves the right to update or modify this VPAT at any time without prior notice. Users should refer to the most current version of the VPAT for the latest information.

For further information or to provide feedback regarding this VPAT, please contact librarysupport@civicplus.com.

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