

Minnesota Legislature Digital Accessibility Policy

Effective Date: October 1, 2024

Approval: October 15, 2024

Policy

This policy exists to provide the Minnesota Legislature, including the House of Representatives, Senate, and Joint Offices and Commissions of the Legislative Coordinating Commission (LCC), and their employees guidance on the need to comply with [Minnesota Statutes 3.199](#) related to the accessibility of digital content and technology products beginning on October 1, 2024. The statute requires the Minnesota Legislature to comply with accessibility standards adopted for state agencies under [Minnesota Statutes 16E.03](#), subdivision 9, unless an exception has been approved by the responsible authority for a legislative body or office.

The electronic information and technology covered by this policy includes, but may not be limited to:

- Computer hardware;
- Computer software and applications;
- Websites;
- Intranet sites;
- Interactive meeting and e-learning platforms; and
- Content presented in other electronic formats, such as videos, maps, forms, electronic documents, and social media posts.

Roles and Responsibilities

All members and employees of the Minnesota Legislature are responsible for understanding how digital accessibility applies to their work. Members should become familiar with this policy and employees should use training and support resources to assist them in creating digital content that complies with the State Accessibility Standard and understand how to seek an exception from the appropriate responsible authority when necessary.

The LCC will work collaboratively across the legislature to provide training and other resources to support members and employees in their efforts to comply with this policy.

Responsible Authorities

The responsible authorities listed in Minnesota Statutes, section 3.199, subdivision 1, or their designee(s) must:

- Comply with Minnesota Statutes, section 3.199, and this policy.
- Develop familiarity with accessibility standards.
- Review and approve exception requests.
- Work collaboratively with the Legislative Coordinating Commission Accessibility Coordinators to request additional training and/or resources and support digital accessibility efforts across the legislature.

Exemptions

This policy shall not apply to the following digital content which may be available for internal use, posted to the Legislature's website, included in social media posts, or otherwise distributed electronically:

- **Archived and preexisting web content.** Content created before October 1, 2024, that is retained exclusively for reference and is not updated after October 1, 2024.
- **Content posted by, or on behalf of, a third party.** Content posted by, or on behalf of a third party, including documents provided by the public or agencies outside the legislature to legislative committees, commissions, working groups, and task forces for the purposes of public testimony.
- **Other items as defined as exempt under the state standards.**

Exceptions

The following exceptions may be authorized by responsible authorities or their designees:

1. Circumstances that present an undue burden in complying with accessibility standards including those that create significant difficulty, expense, or for which applying the standard is not practical. This may include, but is not limited to, digital content that:
 - must be made publicly available under time constraints for which it is not possible to apply the standard;
 - originates from technology systems for which an exception has already been granted; and
 - is in a format necessary to either convey legislative meaning, such as strike through and underlining text to convey what is being deleted from or added to existing law, or to serve a particular legislative business need or purpose, such as comparison reports, side-by-side comparisons, and other fiscal documents, which are inherently by their design intended to be visual tools that facilitate legislative business and are not currently susceptible to effective screen-reader use.
2. Technology products for which there are no other products available that meet the accessibility standard and support the work of the legislature.
3. Other circumstances as authorized by the state standard or under which the standards cannot reasonably be applied.

Compliance

Legislative members are requested, and consistent with assigned duties legislative employees must, support the legislature's efforts to comply with its obligations under the law. Employees responsible for creating or managing electronic information should work to comply with the accessibility standards and request exceptions if necessary.

References

[Minnesota Statutes 3.199 Accessibility in the Legislature's Information Technology](#)
[Minnesota Statutes 16E.03](#)
[State of Minnesota Digital Accessibility Standard, Version 4.00, Effective July 1, 2024](#)
[Guidelines for Accessibility and Usability of Information Technology Standard](#)
[Minnesota Statutes 16E.015, Subd. 2, definition of accessibility](#)
[Minnesota State Legislature Website Accessibility Statement](#)
[Minnesota State Legislature Accessibility FAQs](#)