

KMA Accessibility Committee Articles of Association

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This document confirms the operational procedures and agreements by which the committee conducts its activities.

The Accessibility Committee membership comprises of three tiers:

- Officers of The Committee (Chairperson, Co-Chairperson, Vice Chairperson & Communications Officer)
- Members of The Committee
- Honorary Committee Advisors

Officers of The Committee (KMA members or sponsors, executive voting privileges)

The existing Chairperson and Co-Chairperson have been appointed by the KMA President.

Going forward, as approved unanimously by committee members during the October 2021 Committee Meeting, the position of Vice-Chair is to be proposed and seconded by the existing serving Officers for confirmation by the voting committee members in attendance at the annual March/April Quarterly Committee Meeting. If the candidate proposed and seconded by the Officers is not confirmed by a majority of voting Committee Members in attendance during that meeting, the Voting Committee members may also propose and second an alternative willing and qualified candidate from the floor. The positions of chairperson, co-chair and vice-chair shall be held for a limited term of office during which the Chairperson will serve for a maximum of two years. The first year as Co-chairperson, the second year as Chairperson. As the sitting Chairperson completes his/her term of office the serving Vice Chair will begin his/her remaining two years of service as Co-Chair and subsequently Chairperson.

Chairperson/Co-Chairperson

The Chairperson or acting Chairperson in attendance at any committee meeting shall ensure the correct conduct of the meeting and to ensure that a representative variety of views and opinions are heard and considered during the course of the meeting. The Chairperson shall have the casting vote in the event of any tied vote applicable to the decisions, activities or objectives of the committee. The Chairperson shall be responsible for signing the minutes of the quarterly minutes after approval by committee members as an accurate record. The Chairperson shall define and propose policies, objectives and strategies to be presented to committee members for adoption by the KMA Accessibility Committee. The Chairperson shall ensure the KMA Accessibility Committee is properly represented and promoted to external agencies. The primary role of the Chairperson is to organize and manage the committee's resources to deliver the stated objectives of the KMA Accessibility Committee.

The primary objective of the KMA Accessibility Committee is to promote and facilitate improved accessibility to self-service and information technology. This to be achieved by the provision and dissemination of information describing

resources, techniques, best practices and assistive technologies that can be implemented and deployed in pursuit of improved accessibility.

As the Chairperson designate, in all committee matters, the Co-Chairperson shall deputize for the Chairperson in the event of unavailability or absence of the Chairperson for any reason. The Co-chairperson shall advise and support the Chairperson in defining policies, objectives and strategies as presented to committee members, rule making agencies, representative organizations, legislative authorities, the judiciary and government agencies.

Vice Chairperson

The Vice Chairperson will be proposed and seconded by the Chairperson/Co-chairperson and confirmed by the voting members in attendance. During the first year of service the Vice-Chair will familiarize themselves with the activities, objectives and strategies of the committee. The Vice-Chair will also familiarize themselves with the existing guidance, rules and regulations applicable to the provision of accessible self-service technology. The Vice-Chairperson will during his/her term of office be considered as the Co-Chairperson designate. The Vice-Chairperson will also accompany and support the Chairperson or Co-Chairperson during meetings with: Rule making agencies, representative organizations serving those with disabilities, legal practitioners, legislative authorities, the judiciary or various government agencies. This to establish consistent and co-operative relationships with external organisations and agencies to facilitate a productive three year term as a serving KMA Accessibility Committee Officer.

Communications Officer: *(appointed by the Chairperson/Co-Chairperson & Vice Chairperson)*

To be responsible for all internal and external Committee communication, as directed by the Chairperson and Co-Chairperson.

In the absence of a Communications Officer, the Co-Chairperson and Vice-Chairperson will be responsible for managing all Committee communications.

Committee Members (With voting privileges)

Interested parties should email an officer of the Accessibility Committee requesting permission to join.

An application to join the Committee will be considered as a commitment to attend quarterly Committee meetings (whenever possible).

Appointed Committee members will be expected to actively support the committee in achieving its stated objectives.

The criteria for a person/organization to become a voting member of the Accessibility Committee is as follows:

Must be subscribed members or sponsors of the KMA, actively working to implement or improve accessible technology.

To ensure that the Committee size does not become unmanageable, the number of Committee Members will be limited to a specific number of representatives from each sector:

Hardware vendors (4)

Software vendors (4)
Accessibility consultants (4)
Deployers/operators (4)
Legal Advocates specializing in accessibility/discrimination cases (4)
Support Agencies/Campaigning Organizations e.g NFB, ACB,
Lighthouse, etc. (4)
Rule makers/law makers/standards authorities/judiciary (4)

Honorary Committee Advisor (By invitation only, no voting rights, no requirement for KMA membership or sponsorship)

Participation as an Honorary Committee Advisor is by invitation only (as proposed and seconded by the Committee Officers).

For a person/organization to receive an invitation to join the Committee as an Honorary Committee Advisor, they must be involved in one or more of the following:

Campaigning and Support Organisations representing those citizens and communities reliant upon accessible self-service technology.

Users of Self-Service Technology who, due to impairments or disabilities, are reliant upon provision of Assistive Technology to access information, services or products.

Legal advocates and practitioners specializing in Accessibility and Discrimination cases.

Academics and research groups working to develop or improve Assistive Technology.

Persons with specialist knowledge or expertise considered by the Committee Officers to be of unique value and assistance in the achievement of the committee's stated objectives.

Quarterly committee conference calls will be open to a limited number of observer/guest attendees. These attendees will have no voting rights and need not be KMA members. To keep the calls/meetings manageable in terms of time and participation, observer/guest participation in the call/meeting will be limited to the penultimate agenda topic: 'Any Other Business'. At that point the observers/guests will be invited to ask questions, or offer suggestions/information etc.

Standing Orders

1. All documents authored, circulated and published by the KMA Accessibility Committee including but not limited to Codes of Best Practice, Guidance, Recommended Implementations and Analysis, will be marked as **'This document/information has been placed in the Public Domain to promote and improve the accessibility/usability of self-service technology for those with impairments or disabilities and for the benefit of society and the wider community. This document, or**

extracts from it, are not to be offered for sale, reward, exchange or other financial consideration by any party'.

2. Unless by prior written agreement, information or documentation submitted or offered by any party for reference or use by the KMA Accessibility Committee will not be considered as proprietary or confidential and will be considered as being placed in the public domain for the benefit of society as a whole. It is not permitted to disclose (in any KMA forum or meeting) information or documentation that is restricted, confidential or proprietary.
3. Legal disclaimers
Any information, in any format or medium, circulated or published by the KMA Accessibility Committee including but not limited to codes of best practice, guidance, advice, recommended implementations and analysis, is not offered as legal advice or in any way a definitive or comprehensive summary of applicable laws, mandates or requirements. For a detailed confirmation of applicable law recipients should consult with a recognized, qualified and licensed legal practitioner. The views and opinions contained in any information, in any format or medium, circulated or published by the KMA Accessibility Committee, including but not limited to codes of best practice, guidance, advice, recommended implementations and analysis are those of the source author and may not be held, agreed or endorsed by the KMA Accessibility Committee. Where possible sources of information, views and/or opinions included in such information will be identified and credited.

Appendix

KMA Accessibility Committee Objectives 2021/2022

INTRODUCTION

If the KMA Accessibility Committee is to become a credible source of advice and guidance it must work independently and free from external interference. Committee members should be appointed (and motivated) to act and serve in the best interests of clients served by the kiosk industry, KMA members and those within our communities who are reliant upon accessible self-service technology.

Specifically, we should seek to recruit committee members from both hardware and software manufacturers. The committee should also recruit those with disabilities, their representative organisations and legal practitioners working in disability rights. The committee must work and be recognized as an advocate for equality in access to information, services and products.

The kiosk industry should be considered and recognized by legislators as an important part of the solution, not the cause of the problem. Consultation and inclusion should be an essential part of any new mandating or legislative process.

Work and guidance created and submitted by the Accessibility Committee should be accredited to the committee, and freely available to anyone working to improve accessibility. It should not be considered as a commercial asset of the KMA.

As appointed Chairpersons of the KMA Accessibility Committee these will be our objectives during a defined and limited period in office.

Peter W Jarvis

Nicky Shaw

OBJECTIVES IN DETAIL

1. AN ACCEPTED CODE OF PRACTICE TO ENSURE ACCESSIBILITY

- 1.1 Simplify, clarify and focus guidance for the kiosk/Self-Service Sector (manufacturers and their clients).
- 1.2 Adopt a consistent style, nomenclature and narrative (including commentary and discussion of alternate strategies and technologies). The intention is that the document will be more like study notes or application notes to help navigate through seemingly conflicting standards and legal mandates. It will not replace existing standards and mandates, but will seek to identify known omissions or errors and include some guidance as to how specific requirements may be effectively addressed.
- 1.3 The CoP will address why requirements for accessibility are a good thing for the Self- Service Industry and the wider community/society. It should

describe why the KMA campaigns for the implementation of effective, ethical and commercially sustainable accessible solutions.

1.4 Publish the second edition.

2. EMERGING TECHNOLOGY

2.1 The Accessibility Committee will explore emerging technologies and (without favour or prejudice) provide appropriate information about potential implementation as an effective assistive technology.

3. MEMBERSHIP

3.1 Actively encourage committee membership and involvement from lobby groups, institutions representing specific demographic groups, government agencies, sectors of the judiciary / legal practitioners (including those known to support or instigate legal actions to enforce compliance with existing mandates) and kiosk manufacturers.

3.2 If and when required, be a non-partisan and pragmatic source of information to outside organisations or agencies involved in the deployment or use of assistive technology.

4. COMMUNICATION

4.1 Instigate a quarterly video conf for all Committee Members. The conf, chaired by PJ or NS, will be a forum to consider new initiatives and activities, review progress of current initiatives and activities and to address any other matters arising. It is also proposed that the conf call will be open for observation by non-committee members and the general public. This to build credibility and confidence amongst the accessibility lobbyists, providing reassurance that the KMA is acting impartially and proactively, improving accessibility to Self-Service Technology.

4.2 Explore the viability of a publicly accessible forum for interested parties to contribute, advise, comment, question and influence the KMA Accessibility Committee and the CoP.

4.3 Organize an annual physical/telecon meeting of the Accessibility Committee to discuss the appointment of officers and to review objectives and strategies. This annual meeting will, where possible, coincide (date and location) with any annual meeting with the US Federal Access Board or other major gathering of professionals working in the Accessibility sector.

5. COMPLIANCE & CERTIFICATION

5.1 The committee will continue to explore and promote the formation of an independent test and certification authority to measure and quantify accessibility of SST deployed in public use applications (Public Use Applications as described and defined in the CoP).