Voluntary Product Accessibility Template
Based on VPAT® Version 2.5 (November 2023)

Name of Product: Diligent Community
Report Date: July 2025
Report Generate By: LevelAccess (https://www.levelaccess.com/)
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Product Description: Diligent Community is the next-generation board management solution designed to help public and elected boards operate more efficiently. Easily prepare agendas and manage meetings, ensure security of sensitive information, and enable transparency to promote positive community engagement.

Evaluation Methods Used:

- NVSA/ Chrome
- VoiceOver/ iOS
- VoiceOver / Mac
- Zoom text
- Accessible Color Picker

Applicable Standards/Guidelines

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)

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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 be used only in WCAG Level AAA.

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 2.2 Conformance Requirements.

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Table 1: Success Criteria, Level A

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content (Level A)	Partially Supports	Most non-text content presented to the user in the product has text alternatives that serve the equivalent purpose. Exceptions include: • There are buttons without appropriate information on the behavior. Location: Split screen.
1.2.1 Audio-only and Video-only (Prerecorded) (Level A)	Supports	The product does not contain prerecorded audio-only or video-only media.
1.2.2 Captions (Prerecorded) (Level A)	Supports	The product does not contain any prerecorded synchronized media (video with audio) that requires captions.
1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A)	Supports	The product does not contain any prerecorded video media that requires audio descriptions or a media alternative.

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Criteria	Conformance Level	Remarks and Explanations
1.3.1 Info and Relationships (Level A)	Partially Supports	In most instances, the product ensures that information, structure, and relationships conveyed through presentation can also be determined programmatically or through text. Exceptions include: • There are headings with levels that do not match their visual level on the page. Location: Document Library - PDF.
1.3.2 Meaningful Sequence (Level A)	Supports	The product ensures that a correct reading order can be programmatically determined for content whose presentation sequence affects its meaning.
1.3.3 Sensory Characteristics (Level A)	Supports	The product does not contain instructions that rely solely on sensory characteristics such as shape, size, visual location, or sound.
1.4.1 Use of Color (Level A)	Supports	The product does not use color as the only visual means of conveying information, indicating an action, or prompting a response.
1.4.2 Audio Control (Level A)	Supports	The product does not include audio that plays automatically.

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Criteria	Conformance Level	Remarks and Explanations
2.1.1 Keyboard (Level A)	Partially Supports	In most instances, the product ensures that interactive content and functionality are accessible and operable using a keyboard or keyboard emulator. Exceptions include: • There are interactive controls that cannot be navigated to and/or operated with the keyboard alone. Location: Live stream Page, split screen. • There are interactive controls in the control panel for the video, which appear on Mouse hover, that are not available with keyboard interaction. Location: Live stream Page.
2.1.2 No Keyboard Trap (Level A)	Partially Supports	In some instances, where a component can receive keyboard focus, the product allows the focus to be moved away using only the keyboard [and/or advises users of any non-standard methods required to do so]. Exceptions include: • There are controls that have no close mechanism for an expanded menu. Location: Live stream Page.
2.1.4 Character Key Shortcuts (Level A 2.1 only)	Supports	The product does not use character key shortcuts.

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Criteria	Conformance Level	Remarks and Explanations
2.2.1 Timing Adjustable (Level A)	Supports	The product does not contain time-limited or time-dependent content.
2.2.2 Pause, Stop, Hide (Level A)	Supports	The product does not contain content that moves, blinks, scrolls, or auto-updates.
2.3.1 Three Flashes or Below Threshold (Level A)	Supports	The product does not contain flashing content.
2.4.1 Bypass Blocks (Level A)	Supports	The product allows authors to provide skip links or other methods to bypass blocks of content repeated on multiple pages.
2.4.2 Page Titled (Level A)	Supports	The Pages of the product provide titles that adequately describe their topic or purpose.
2.4.3 Focus Order (Level A)	Partially Supports	In most instances, pages of the product can be navigated sequentially with a focus order that matches the logical reading order. Exceptions include: • The focus order of interactive elements on the page is illogical. Location: Live stream Page, Split screen.

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Criteria	Conformance Level	Remarks and Explanations
2.4.4 Link Purpose (In Context) (Level A)	Supports	The product ensures that the purpose of links can be determined from the link text alone or in combination with the surrounding or programmatic context.
2.5.1 Pointer Gestures (Level A 2.1 only)	Supports	The product does not require multipoint or path-based gestures for operation.
2.5.2 Pointer Cancellation (Level A 2.1 only)	Supports	The product does not contain functionality that uses a pointer for operation.
2.5.3 Label in Name (Level A 2.1 only)	Supports	The product ensures that when interface components have visual labels that include text, the provided accessible name contains the visually presented text.
2.5.4 Motion Actuation (Level A 2.1 only)	Supports	The product does not contain functionality that requires device motion or user motion.
3.1.1 Language of Page (Level A)	Supports	The product ensures that the default human language used on each page can be programmatically determined.

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Criteria	Conformance Level	Remarks and Explanations
3.2.1 On Focus (Level A)	Supports	The product ensures that interface components do not initiate a change of context when receiving focus.
3.2.2 On Input (Level A)	Partially Supports	The product ensures that some interactive components do not initiate a change in context when the component setting is changed unless followed by an explicit user action such as activation of a button or link [unless the user has been advised of this behavior before use]. Exceptions include: • There are links that trigger changes on the placement of video on the web screen upon activation. Location: Split screen
3.2.6 Consistent Help (Level A 2.2 only)	Supports	Help mechanisms occur in the same order relative to other page content in the product.
3.3.1 Error Identification (Level A)	Supports	Where the product automatically detects input errors, the item or field in error is identified and the error is described to the user in text.
3.3.2 Labels or Instructions (Level A)	Supports	Where user input is required, the product presents adequate labels or instructions for successfully providing that input.

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Criteria	Conformance Level	Remarks and Explanations
3.3.7 Redundant Entry (Level A 2.2 only)	Supports	The product does not request redundant user-entered information in multi-step processes.
4.1.1 Parsing (Level A)	Does not apply	This success criteria do not apply to the application.
4.1.2 Name, Role, Value (Level A)	Partially Supports	In most instances, the product contains user interface components whose name, role, state, and value can be programmatically determined, [and whose state, properties, and value, where applicable, can be programmatically set]. Exceptions include: • There are buttons without appropriate information on the behavior. Location: Split screen.

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Table 2: Success Criteria, Level AA

Criteria	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live) (Level AA)	Supports	The product does not contain any live synchronized media (video with audio) that requires real-time captioning.
1.2.5 Audio Description (Prerecorded) (Level AA)	Supports	The product does not contain any prerecorded synchronized media (video with audio) that requires audio descriptions.
1.3.4 Orientation (Level AA 2.1 only)	Supports	The product does not restrict its view and operation to a single display orientation, such as portrait or landscape [unless a specific orientation is essential].
1.3.5 Identify Input Purpose (Level AA 2.1 only)	Supports	The product ensures that the purpose of input fields that request information about the user, such as name or email, can be programmatically determined.
1.4.3 Contrast (Minimum) (Level AA)	Supports	Visual presentation of text and images of text in the product provides a contrast ratio of at least 4.5:1 against adjacent colors.
1.4.4 Resize text (Level AA)	Supports	The product allows text to be resized without assistive technology up to 200 percent without loss of content or functionality.

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Criteria	Conformance Level	Remarks and Explanations
1.4.5 Images of Text (Level AA)	Supports	Except for logos, the product uses text instead of images of text.
1.4.10 Reflow (Level AA 2.1 only)	Partially Supports	In most instances, pages of the product allow for resizing to a minimum width of 320 CSS pixels or vertical height of 256 CSS pixels without loss of content or functionality, and without requiring scrolling in two dimensions [except where scrolling is required for content usage such as tables or diagrams]. Exceptions include: • There is content that disappears, overlaps, is cut off, or requires horizontal scrolling to view when the page has a viewport width of 320 CSS pixels. Location: Split screen.
1.4.11 Non-text Contrast (Level AA 2.1 only)	Partially Supports	In most instances, the visual presentation of non-text content in the product has a contrast ratio of at least 3:1 against adjacent color(s). Exceptions include: • There are user interface components with a contrast ratio below 3.00:1. Location: Live stream Page.

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Criteria	Conformance Level	Remarks and Explanations
1.4.12 Text Spacing (Level AA 2.1 only)	Supports	The product supports user changes in text style properties, such as line height or text spacing, without loss of content or functionality.
1.4.13 Content on Hover or Focus (Level AA 2.1 only)	Supports	The product does not contain content that appears on pointer hover or keyboard focus.
2.4.5 Multiple Ways (Level AA)	Supports	The product provides multiple ways to navigate through pages in the product [except where pages are sequential steps in a process].
2.4.6 Headings and Labels (Level AA)	Supports	Headings and labels provided in the product adequately describe the topic or purpose of the content with which they are associated.
2.4.7 Focus Visible (Level AA)	Partially Supports	In most instances, the product provides a visible indication of keyboard focus for elements on each page. Exceptions include: • There are interactive elements without a visible keyboard focus indicator. Location: Live stream Page.
2.4.11 Focus Not Obscured (Minimum) (Level AA 2.2 only)	Supports	When user interface components receive keyboard focus, they are, at minimum, partially visible.

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Criteria	Conformance Level	Remarks and Explanations
2.5.7 Dragging Movements (Level AA 2.2 only)	Supports	The product does not use dragging movements for interactive functionality.
2.5.8 Target Size (Minimum) (Level AA 2.2 only)	Supports	The size of targets in the product meets the requirements of this criterion.
3.1.2 Language of Parts (Level AA)	Supports	Pages of the product present content in a single language.
3.2.3 Consistent Navigation (Level AA)	Supports	The product ensures that navigational mechanisms repeated across the product are presented consistently and in the same relative order.
3.2.4 Consistent Identification (Level AA)	Supports	The product ensures that components with the same functionality are identified consistently across pages of the product.
3.3.3 Error Suggestion (Level AA)	Supports	Where the product automatically detects input errors and provides error messages, the product also provides suggestions for correcting each error.
3.3.4 Error Prevention (Legal, Financial, Data) (Level AA)	Supports	The product does not cause legal commitments, process financial transactions, or modify or delete user-controllable data.

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Criteria	Conformance Level	Remarks and Explanations
3.3.8 Accessible Authentication (Minimum) (Level AA 2.2 only)	Supports	The product does not require an authentication process.
4.1.3 Status Messages (Level AA 2.1 only)	Supports	The product does not generate status messages that are subject to this criterion.

Table 3: Success Criteria, Level AAA

Notes: Not Evaluated on AAA

Legal Disclaimer (Diligent)

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