

ANIMALS IN MEETINGS

A Quick Guide for Secretaries



Know the rules. Ask the right questions. Create a welcoming environment.



This is due to our **INSURANCE** for the facility we receive from **CAL MID STATE REGION** of NA.



WE STRONGLY SUGGEST that an announcement be made at the beginning of the meeting that **only Service Animals recognized by the ADA** are allowed.
(and document dates and times when service animals stay in a meeting incase you have an issue for insurance.)

WHAT THE ADA SAYS



DOGS

Dogs that are individually trained to perform tasks directly related to a person's disability are fully protected under the ADA.



MINIATURE HORSES

Miniature horses that are individually trained to perform tasks may be allowed under the ADA when reasonable accommodations can be made.



EMOTIONAL SUPPORT ANIMALS, COMFORT ANIMALS, AND THERAPY ANIMALS ARE NOT CONSIDERED SERVICE ANIMALS UNDER THE ADA IF THEY ARE NOT TRAINED TO PERFORM TASKS RELATED TO A DISABILITY.



THE ONLY TWO QUESTIONS YOU CAN ASK



1

Is the animal required because of a disability?

This establishes that the animal is a service animal and not a pet.

&

2

What work or task has the animal been trained to perform?

This explains how the animal is directly related to the individual's disability.



RESPECT PRIVACY.

- Do not ask about the person's disability.
- You can not ask for proof or paperwork.



LEASHES, HARNESSES & CONTROL.

Service animals must be under the control of their handler. Leashes, harnesses, or other tethers are **required** unless they interfere with the animal's ability to perform its task because of the individual's disability.



KEY REMINDERS

- NA does not have an opinion on this matter.
- We are simply making sure we are following the rules of our insurance while not violating anyone's federal rights protected under the ADA.
- Only dogs and miniature horses are recognized under the ADA for public access.
- The animal must be individually trained to perform tasks directly related to a disability.
- If the animal is out of control or not housebroken, you may ask the handler to remove the animal.
- You can welcome service animals the same way you welcome all meeting participants—with respect and professionalism.



By following these guidelines, you help ensure our meetings are accessible, inclusive, and respectful for everyone.

