

Policy 601: Electronic Communications Policy

Reviewed: 04/10/17

Revised: 07/13/15

Approved: 07/27/15

The Open Meetings Act requires that all decisions of a public body shall be made at a meeting open to the public. Further, all deliberations must be made at an open meeting unless otherwise permitted under the Open Meetings Act. With advancements in technology and the availability of the Internet, the Library desires to ensure all electronic communications comply with existing law. Toward that end, the following points shall govern all forms of electronic communication:

- A. Library board members or members of other elected or appointed bodies of the Library shall not discuss or deliberate library issues with a quorum of the public body by electronic communication. Example: "respond to all" in an email, frequently constitutes a quorum, and should be avoided.
- B. A Library public body shall not conduct a meeting over the Internet or in a chat room; however, technology may be used to allow an absent member to participate if a quorum is already present.
- C. Official business of the board shall not be conducted by electronic communication.
- D. Upon receipt of information designated as "For Distribution Only", the members of the public body shall not reply to all or a quorum of other members of that public body. Any questions or comments shall be directed to the director or the board secretary who sent the electronic communication.
- E. Since electronic communication sent to and received by public officials may be subject to the Freedom of Information Act, no library elected or appointed official should place any information in an electronic communication that he or she would not include in other forms of written correspondence.

Policy cross-referenced: 600