

# **ELECTRONIC COMMUNICATIONS POLICY FOR SCIOTA TOWNSHIP Policy 2006-1**

## 1. Purpose

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, Sciota Township desires to ensure all electronic communications comply with existing law.

## 2. Policy

- a. Township Board members or members of other elected or appointed bodies of the Township shall not deliberate Township issues or conduct a meeting over the internet with a quorum of the public body by chat, i.e. chatrooms.
- b. Any member(s) of the public body that contacts a quorum of the public body by e-mail shall be only for the purpose of distributing information to other members of said public body.
- c. Since e-mails sent to and received by public officials may be subject to the Freedom of Information Act, no Township elected or appointed official should place any information in an e-mail that he or she would not include in other forms of written correspondence
- d. All elected or appointed officials are also encouraged to save a copy of any such e-mail(s) to their computer hard drive and/or print and place on file any such e-mail(s) should the need arise for proving what was stated in said e-mail(s).
- e. Upon receipt of e-mail information, 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 individual who sent the e-mail.