

<i>Policy</i>	<i>Title</i> SCHOOL COMMITTEE MEMBERS USE OF ELECTRONIC MESSAGING	<i>Code</i> BHE
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HOLLISTON

As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), Internet web forums, and Internet chat rooms.

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the School Committee has supervision, control, jurisdiction, or advisory power. Since a quorum could be arrived at sequentially using electronic messaging without knowledge and intent by the author, School Committee members must adhere to the following guidelines:

1. School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times or meeting dates.
2. Electronic messaging may not be used to discuss committee matters that require public discussion under the Open Meeting Law.
3. All electronic communication on School Committee matters that require public discussion may be subject to the requirements of the Mass Public Records Statutes.

First Reading:	June 3, 1999
Second Reading:	June 17, 1999
Third Reading:	July 15, 1999
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Legal References:	MGL c. 4 sec. 7; c. 30A sec. 18-25; c. 66 sec. 10
Policy Cross Reference:	
Procedure Reference:	