

USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, North Middlesex Regional School Committee members shall exercise caution when communicating with one another 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 Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

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. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the District shall provide district e-mail addresses, which are archived.

SOURCE: MASC - Updated 2023

LEGAL REF.: M.G.L.4:7; 39:23A, 23B; 66:10

CROSS REF: [EHB](#) - DATA/RECORDS RETENTION

Adopted by the NMRSD School Committee:

Original Adoption: 8/11/2011

Five-Year Review Cycle:

Informational Review: 7/21/2026

NMRSD First Vote: 7/21/2026

NMRSD Adoption: 8/11/2026
