

DRAFT POLICY
regarding e-mail communication
(or other technological communication)

Technology is a huge part of our culture, and can be very efficient and helpful in our daily lives. However, we still have an obligation to follow the Brown Act and to insure that everything we do is open and available to the public for review. We need to be sure we follow the intent of the law as well as any legal rulings. To that end, we adopt the following guidelines for our use of any technology, especially e-mail.

- E-mails will be sent to all commissioners; hard copies will be faxed, mailed or delivered to any commissioner without e-mail.
- Items discussed and approved *in concept* at an open HRC meeting may be discussed and fine-tuned via e-mail (i.e. wording of a letter, article, curriculum, etc.)
- Items discussed at an open HRC meeting but *without action or approval in concept* should not be discussed via e-mail except for the clarification of a question.
- Information about any topic related to HRC may be shared via e-mail but no discussion should take place.
- New topics may be introduced and suggested as agenda items but may not be discussed via e-mail.
- Discussion, consensus and action on any agenda item should always take place in the open HRC meeting.
- E-mails should NEVER suggest or appear to solicit consensus or action on any item.
- Commissioners should all understand the intent of this policy and the Brown Act, and we trust each one to use his or her personal judgment in adhering to it, and in letting other commissioners know if anything seems inappropriate.