

Board Member Electronic Communications

01     The Governing Board recognizes that electronic communication among Board  
02     members and between Board members, District administration, and members  
03     of the public is an efficient and convenient way to communicate and expedite  
04     the exchange of information and to help keep the community informed about  
05     the goals, programs, and achievements of the District and its schools. Board  
06     members shall exercise caution so as to ensure that electronic  
07     communications are not used as a means for the Board to deliberate outside  
08     of an agendaized Board meeting.

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10     A majority of the Board shall not, outside of an authorized meeting, use a  
11     series of electronic communications of any kind, directly or through  
12     intermediaries, to discuss, deliberate, or take action on any item that is within  
13     the subject matter jurisdiction of the Board.

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15     Examples of permissible electronic communications concerning District  
16     business include, but are not limited to, dissemination of Board meeting  
17     agendas and agenda packets, reports of activities from the Superintendent,  
18     and reminders regarding meeting times, dates, and places.

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20     Board members shall make every effort to ensure that their electronic  
21     communications conform to the same standards and protocols established  
22     for other forms of communication. A Board member may respond, as  
23     appropriate, to an electronic communication received from a member of the  
24     community and should make clear that his/her response does not necessarily  
25     reflect the views of the Board as a whole. Any complaint or request for  
26     information should be forwarded to the Superintendent in accordance with  
27     Board Bylaws and protocols so that the issue may receive proper  
28     consideration and be handled through the appropriate District process. As  
29     appropriate, communication received from the press shall be forwarded to the  
30     designated District spokesperson.

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32     In order to minimize the risk of improper disclosure, Board members shall  
33     avoid reference to confidential information and information acquired during  
34     closed session.

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36     Board members may use electronic communications to discuss matters other  
37     than District business with each other, regardless of the number of members  
38     participating in the discussion.

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40     Like other writings concerning District business, a Board member's electronic

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41 communication may be subject to disclosure under the California Public  
42 Records Act; to the extent possible, electronic communications regarding any  
43 District-related business shall be transmitted through a District-provided email  
44 account.”

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50 Legal Reference:

51 EDUCATION CODE

52 35140 Time and place of meetings

53 35145 Public meetings

54 35145.5 Agenda; public participation; regulations

55 35147 Open meeting law exceptions and applications

56 GOVERNMENT CODE

57 11135 State programs and activities, discrimination

58 54950-54963 The Ralph M. Brown Act, especially:

59 54952.2 Meeting, defined

60 54953 Meetings to be open and public; attendance

61 54954.2 Agenda posting requirements, board actions

62

63 Management Resources:

64 CSBA PUBLICATIONS

65 The Brown Act: School Boards and Open Meeting Laws, rev. 2006

66 ATTORNEY GENERAL PUBLICATIONS

67 The Brown Act: Open Meetings for Legislative Bodies, 2003

68 LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

69 Open and Public IV: A Guide to the Ralph M. Brown Act, rev. 2007

70 WEB SITES

71 CSBA: <http://www.csba.org>

72 CSBA, Agenda Online:

73 <http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

74 Institute for Local Government: <http://www.cacities.org/index.jsp?zone=ilsg>

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77 11/08

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79 Adopted:\_\_\_\_\_

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Article 9  
Board Bylaws  
BB 9012

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