

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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Legal Reference:

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EDUCATION CODE

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35140 Time and place of meetings

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35145 Public meetings

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35145.5 Agenda; public participation; regulations

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35147 Open meeting law exceptions and applications

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GOVERNMENT CODE

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11135 State programs and activities, discrimination

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

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54952.2 Meeting, defined

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54953 Meetings to be open and public; attendance

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54954.2 Agenda posting requirements, board actions

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Management Resources:

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CSBA PUBLICATIONS

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

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ATTORNEY GENERAL PUBLICATIONS

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The Brown Act: Open Meetings for Legislative Bodies, 2003

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LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

69

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

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WEB SITES

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

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CSBA, Agenda Online:

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

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e.aspx

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

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Adopted: _____

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Article 9
Board Bylaws
BB 9012

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