

RESOLUTION NO. 4111

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ESTABLISHING GUIDELINES REGARDING UTILIZATION OF ELECTRONIC COMMUNICATIONS BY THE TOWN COUNCIL

Whereas, the Town Council of the Town of San Anselmo must consider many public matters which vitally affect the interest of the citizens of San Anselmo and it is both necessary and desirable that the exchange of information be organized in order to permit the Council to respond to public inquiries, provide an opportunity for public discussion and ensure compliance with the Brown Act; and

Whereas, it is the purpose of this resolution to provide for the orderly and expeditious exchange of communication in a manner which will allow Councilmembers to be responsive to the public, ensure that public concerns are adequately addressed and ensure conformance with open meeting laws; and

Now, therefore, be it resolved that the Town Council of the Town of San Anselmo approves the following rules for email and other electronic communications.

EMAIL AND OTHER ELECTRONIC COMMUNICATIONS POLICY FOR COUNCILMEMBERS:

1. In order to avoid violating the Brown Act, Councilmembers should:
 - Send any informational materials intended to inform the Town Council to the Town Manager, who will forward it to the Councilmembers.
 - Ensure that when responding to an electronic communications sent to all Councilmembers, that the "Reply All" function is not utilized; rather, any replies should be sent to the sender only.
 - Refrain from replying to an electronic communication if the reply will be directed to a majority of the Council.
 - Utilize electronic communications between Councilmembers and staff to share information, confirm meetings and set up appointments.
2. Electronic inquiries sent to the entire Council regarding individual constituent questions that are best answered by staff are generally answered by the Town Manager, with the answer being forwarded to the entire Council separately. If the Town Manager is not copied on such inquiries, Councilmembers should ensure that a copy is forwarded so an answer can be formulated. Individual Councilmembers may choose to reply individually, so long as the rest of the Council is not copied.
3. Electronic communications may be discoverable by means of a public records act request or by subpoena; caution is desirable.

4. Use of third party contact lists should not be used without the expressed permission of the owner of that information.

The Town Manager shall have the discretion at any time to seek direction from the Town Council as to the proper application of this policy.

The foregoing Resolution was adopted by the Town Council of the Town of San Anselmo on January 27, 2015 by the following vote:

AYES: Kelly, McInerney, Wright
NOES: None
ABSENT: Coleman, Greene



John Wright, Mayor

ATTEST: 

Joanne Kessel
For Barbara Chambers, Town Clerk