

SILVER LAKE NEIGHBORHOOD COUNCIL
WEBSITE ACCESS AND USE POLICY
(Revised October [X], 2017)

The purpose of this policy is to advise the Silver Lake Neighborhood Council of the proper access and use of the Neighborhood Council website as a means of conveying information to the members of the Silver Lake community.

AUTHORIZED ACCESS AND USE

For the purpose of conducting SLNC business, the following positions are authorized to access and use the website:

1. Webmaster
2. Secretary or designee
3. Designated board member as a temporary Admin (if there is no Secretary or Assistant to Secretary)

Specific access and use is limited to:

Webmaster: Website maintenance, updates, newsletter eblasts, troubleshoot technical issues and any other assignments approved by the board.

Secretary (or designee): Shall maintain a master list of all passwords and assume webmaster duties when webmaster is not available. This person is a point of contact with the webmaster.

Designated board member as a temporary Admin: If the Board is missing its Secretary and Assistant to Secretary or designee, the Governing Board may appoint a temporary Admin, who can complete webmaster duties when webmaster, Secretary and Assistant Secretary or designee are not available or able to complete tasks of an urgent nature.

No one else shall have authorized access to our website.

Note: Committee Co-Chairs shall not have access to the website, but shall submit their Meeting Agendas, Draft Minutes and Approved Minutes to the Webmaster for posting. Additionally, all Agendas must also be submitted to the Governing Board and NC Support (for the City's Early Notification System)

PASSWORDS

The SLNC Executive Committee will keep an updated list of usernames and passwords of the website on behalf of the SLNC.

Webmaster will have necessary passwords to complete his/her tasks. All authorizations for temporary access for the use of passwords are to be initiated by the SLNC Co-Chairs.

TRAINING

Upon seating of every new board, the Webmaster and/or veteran Board members are to educate new board members and committee co-chairs with the procedure for getting their Agendas, Draft Minutes and Approved Minutes posted on the website.

CONTENT AND POSTING GUIDELINES

All content posted on behalf of the SLNC on the SLNC website is to comply with Brown Act Requirements, DONE's ethical guidelines and Code of Civility for neighborhood councils.

In addition, content posted on behalf of the SLNC shall not contain any of the following:

1. Opinion in support of or opposition of any items that may be agendized or have been agendized but not resolved by the board.
2. Content that is in opposition or contradictory to a position the board has taken on any subject.
3. Content endorsing any business or political candidate.
4. Profane, discriminatory or harassing language or content, either toward any individual, group of people, or the Board generally.
5. Content that violates federal, state or local laws.

Removal of inappropriate content:

Content posted on behalf of SLNC on the website that violates the content and posting guidelines above shall be removed.

Any member of the SLNC Executive Committee is empowered to remove such inappropriate content immediately.

Any person that feels there is inappropriate content should send an email to Executive@SilverLakeNC.org for review. If a questionable item is removed, the Executive Committee shall then decide if discussion about such content will be considered on their agenda, for possible reversal of decision taken.