BOARD MEMBER ELECTRONIC COMMUNICATIONS

The County Board of Education recognizes that electronic communication provides an efficient and convenient way to communicate and expedite the exchange of information and to help keep the public informed about the goals, programs, and achievements of the County Board. County Board members shall exercise caution so as to ensure that electronic communications are not used as a means for deliberating outside of an agendized County Board meeting.

County Board members shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the County Board. (Government Code 54952.2)

County Board members should use county office of education (COE) email accounts and servers for communications related to County Board business. County Board members may use electronic communications to discuss matters that are outside the jurisdiction of the County Board, regardless of the number of members participating in the discussion, however COE email accounts and servers should not be used for these communications.

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

County Board members shall ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A County Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the County Board as a whole. As appropriate, complaints or requests for information may be forwarded to the County Superintendent so that the issue may receive proper consideration and be handled through the appropriate COE process. Communication received from the media shall be forwarded to the County Board president and the County Superintendent.

In order to minimize the risk of improper disclosure, County Board members shall not disclose confidential information or confidential information acquired during closed session.

Like other writings concerning County Board business, a County Board member's electronic communication may be subject to disclosure under the California Public Records Act.

Legal Reference:

EDUCATION CODE
1011  Time and place of meetings
BOARD MEMBER ELECTRONIC COMMUNICATIONS (continued)

GOVERNMENT CODE
6250-6270  California Public Records Act
11135  State programs and activities, discrimination
54950-54963  The Ralph M. Brown Act, especially:
54952.2  Meeting, defined
54953  Meetings to be open and public; attendance
54954.2  Agenda posting requirements, board actions

COURT DECISIONS
City of San Jose v. Superior Court, (2014) 225 Cal.App.4th 75

Management Resources:
CSBA PUBLICATIONS
ATTORNEY GENERAL PUBLICATIONS
The Brown Act: Open Meetings for Legislative Bodies, 2003
LEAGUE OF CALIFORNIA CITIES PUBLICATIONS
WEB SITES
CSBA:  http://www.csba.org
CSBA, Agenda Online:  https://www.csba.org/ProductsAndServices/AllServices/AgendaOnline.aspx
Attorney General’s Office: https://oag.ca.gov
Institute for Local Government:  http://wwwca-ilg.org
League of California Cities: http://www.cacities.org

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YOLO COUNTY OFFICE OF EDUCATION
Woodland, California