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.

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

Adopted SMCBE: 08/17/16