

## **MONTHLY MEETING SCHEDULE ELECTRONIC MAIL POLICY**

The following policy shall be used when sending the monthly meeting schedule which people have requested to be sent via electronic mail.

1. All email addresses of those who signed up to receive the monthly meeting schedule via electronic mail are to be used only for that expressed purpose. This list is not to be distributed to any group, private or public; company or individual and is to be kept secure by the Town Administrator.
2. The monthly meeting schedule will be sent via electronic mail to those who have signed up to receive it on or about the last day of each month.
3. The meeting schedule shall not include ~~links to other websites~~ or attachments. All information pertinent to this electronic mail to be self-contained within the body of the electronic mail.
4. The actual meeting schedule will be formatted from the paper copy created for posting in public places.
5. No advertising of any kind shall be allowed in the electronic mail.
6. Under no circumstances is this electronic mail to advocate a position or opinion of any individual or government board or commission. This is to include not publishing the names of candidates for any and all elected positions, whether federal, state, county or town elections.
7. Only information pertaining to the town government business to be included in the electronic mail.
8. In addition to the monthly meeting schedule being included in this electronic mail, items of note that are relevant to the month of the schedule may be included in this electronic mail. Additional items that may be included are those determined by the Town Administrator or Board of Selectmen to be timely items pertinent to the current month, such as Town Meeting date/time for March, dog registrations when due, car registrations when due, deadline for zoning petition.
9. The length of this electronic mail shall be approximately one printed page.
10. This policy may be amended only by the Board of Selectmen.

Adopted this day, March 31, 2010, by the Chesterfield Board of Selectmen.

Amended November 9, 2011 by the Board of Selectmen