

USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates, or the distribution of general information reports or documents. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the District shall provide Committee members with District e-mail addresses, and shall appropriately archive the content of Committee e-mail messages.

LEGAL REFS.: M.G.L. [4:7](#); [30A:18-25](#) (Open Meeting Law); [66:10](#) (Public Records Law)