

## 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 ~~movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the School Committee has supervision, control, or jurisdiction~~ 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 documents outside of a meeting, so long as no opinion of a member is expressed. Electronic messaging ~~should~~must 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)