Frederick Community College Policy

Section 1.00 Board of Trustees - Bylaws	Policy Number	1.12b
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Board E-Mail Communication	Procedure Number	None
	Board Approved Revision approved	3/18/09 04/20/11

The following communication policy is adopted to enhance and improve communications by and between Board members and College staff.

The Board recognizes the importance of conducting Board business, except closed session matters as set forth in the Maryland Open Meeting Act, in meetings which are open to the public and the College community. It is therefore, the policy of the Board to use email only as a means of requesting and disseminating information to, from, and among Board members. Email shall not be used for the purpose of transacting Board business, voting, deliberating or advocating positions concerning decisions to be made by the Board. The exception to this policy is that Board polls may be taken by email in the event a specific matter is time sensitive, but at the next Board meeting, a vote shall be taken ratifying and confirming the decision of the Board.

A copy of any e-mail message and any attachments thereto, either initiated by College staff to a Board member(s) or initiated by a Board member(s) to College staff or other Board member(s), must be provided to the President or his or her designee for placement in a public records file that shall be maintained by the College. Any information or documents that contain information that is confidential or otherwise exempt from public disclosure shall be excised, redacted or removed from the e-mail message prior to public disclosure.