

WEST CHICAGO PUBLIC LIBRARY DISTRICT

ELECTRONIC COMMUNICATIONS

Sending or forwarding electronic communications discussing public business that eventually reaches a majority of a quorum of the members of a public body falls under the restrictions of the Illinois Open Meetings Act. Use of electronic communications by trustees shall be in accordance with Illinois applicable statutes.

A meeting of a public body held for the purpose of discussion of public business includes any gathering in person or by any electronic means of communication. Communication by video or audio conference, telephone, electronic mail, electronic chat, instant messaging, or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body will constitute a meeting.

ELECTRONIC COMMUNICATIONS GUIDELINES

1. Attempt to communicate about one item/issue per message.
2. Generally do not forward emails.
3. Generally do not reply unless requested.
4. Generally do not “reply to all”.
5. Generally do not copy or blind copy to anyone.
6. Keep a copy of your message in your working file if possible.
7. State on your message that “This email is for information only”.
8. State on your message that “This item/issue has been discussed in open session”.
9. If needed, send a separate email to others (such as the Library Director).

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