

A Policy of the Gualala Municipal Advisory Council**(Adopted 1 July 2010)****Policy Regarding Protocol for Handling Correspondence or Email Communications Between GMAC Members:**

One of the specifically enumerated advisory powers of the Gualala Municipal Advisory Council (GMAC) is “Planning” in the Gualala area. Resolution Number 97-03 5 of the Mendocino County Board of Supervisors specifically states that GMAC is to “advise the Board of Supervisors on current and long term planning and development projects.”

The GMAC members wish to adopt a formal and consistent protocol for such instances for purposes of transparency, clarity, and to diminish any suggestion of conflicts of interest. Therefore, Council members will adhere to the following:

There are instances when GMAC members wish to communicate to other council members, generally via email, on issues such as adding agenda items, setting dates for future meetings, protocol of procedural issues for queries. Such instances shall be dealt with in the following manner:

- 1) Any discussion of GMAC related issues, past or future, between three (3) or more GMAC members is deemed a violation of the Brown Act.
- 2) To safeguard against accidental broadcast of censurable material, GMAC members are advised to not email or deliver copies of potentially suspect material to more than three (3) GMAC members, and to double-check their sender, carbon-copy, and blind-carbon-copy list before launching email to other GMAC members. Directing requests and queries solely to the Council Secretary for processing will eliminate the threat of a Brown Act violation, in most cases.
- 3) Requests, by GMAC members, to add a topic as an “Agenda Item” at a regularly-scheduled GMAC meeting, shall first be sent to the Council Secretary. The Secretary will then seek written approval from the Council Chair. If approved by the Chair, the Secretary shall request a brief description of the newly-approved topic of discussion from the GMAC member that made the initial request. Upon receipt, by the Secretary, the GMAC Administrator shall be advised of the agenda change, and directed to include it on the specified agenda. Any request to add an agenda item will need to be processed at least ninety-six (96) hours prior to the scheduled GMAC meeting date at which it will be considered.
- 4) The GMAC Secretary will process all email or correspondence discreetly and in accordance with this policy.
- 5) This policy will be reviewed and revised as necessary.