

**A Policy of the Gualala Municipal Advisory Council**

**(Adopted 1 July 2010)**

**Policy Regarding Protocol for Handling Correspondence or Email, Other Than Intra-council Communications:**

There are instances when outside parties wish to communicate information to GMAC through electronic means and/or traditional print, hereafter referred to as correspondence. Such instances shall be dealt with in the following manner:

When implementing this policy, Article V, Section 5.02 of GMAC's bylaws must be considered. They read as follows:

- (a) “Correspondence (a) Availability to the public: Correspondence addressed to the Council and received by the Secretary, or any other officer or employee of the Council, shall become a public record when received by the Council. Correspondence shall not be read aloud at a Council meeting unless requested by a majority vote for the Council. The Secretary shall keep a log of all incoming and outgoing correspondence and make it available at each meeting.
- 1) If correspondence is received by other than the Council Secretary, it shall be forwarded as soon as practicable to the Council Secretary for processing.
- 2) Any broadcasting of correspondence to all members of GMAC and, when appropriate, the public, shall be done in a controlled fashion, under the direction of the Council Secretary, and, when deemed appropriate or as policy mandates, in conjunction with advisement from the Council Chair.
- 3) Article V, Section 5.02 of GMAC's bylaws, shall be followed before any variety of correspondence categorized as other than intra-council correspondence is made a part of the public record.
- 4) This policy will be reviewed and revised as necessary.