

City of Mayer
Electronic Mail Policy

The E-Mail Policy of the City of Mayer has been established to provide guidance and instruction to the Councilmember's and City Staff.

It is the policy of the Mayer City Council to comply with the Minnesota Open Meeting Law (Minnesota Statutes Chapter 13D). In order to comply with this policy, neither the council or a member of it, shall engage in council deliberations about a matter that has been, is, or may be before the council in any forum, including use of electronic mail, other than a duly held meeting of the council that is held in compliance with the Minnesota open meeting law.

When a Councilmember decides to use e-mail to inform a number of Councilmember's, which number is equal to at least a quorum of the council, or any committee or subcommittee thereof, of any matter, he or she should make the distribution through the City Administrator's established council distribution list (which is public). The Councilmember shall not invite any response or discussion.

If a Councilmember decides to use e-mail to invite a response, or analysis from another Councilmember, then the e-mail shall be sent only to one other Councilmember, without copies to any other Councilmember. Likewise, the response shall be sent only to the sender, without copies to other Councilmember's.

A Councilmember shall not engage in a series of e-mails on a subject that was, is or may be before the Council, with more than one other Councilmember and then inform other Councilmember's, in a number that is equal to at least a quorum of the council or any committee or subcommittee of it, of the substance or outcome of the series of e-mail communications.

If more than one Councilmember receives the same e-mail communication from a sender, and the communication concerns a matter of council business or concern, and it invites a response, then any response sent by the Councilmember shall be only to the sender, without copies to other Councilmember, the number of which is at least equal to a quorum of the council, or any committee or subcommittee of it.

Adopted by the Mayer City Council on this 27th of December, 2005.