

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Personnel	<b>Policy #</b> 2013-04
<b>Title:</b>	Use of Personal Electronic Communication Devices During District Meetings	

## PURPOSE

The purpose of this policy is to outline the use of personal electronic communication devices by Board members, staff, the public, and the media during District meetings.

## POLICY

### **Board Members and Staff**

District Board members and staff will refrain from using personal electronic communication devices during District meetings. Electronic communication devices means, but is not limited to, cell phones, camera phones, pagers, beepers, smart phones, iPods, iPads, or other similar electronic communication/recording devices. Board members and staff will not use these devices during meetings to communicate with members of the public regarding official District business, agenda items, or other Board matters that are properly discussed publicly during Board meetings.

Board members who are “on call” for their job or who may receive a call for emergency purposes should notify the Board President before the meeting and arrange to take the call so as to disrupt the meeting in the most minimal manner possible.

This policy is not meant to prohibit Board members and staff from using computers or similar devices during a meeting, provided such use is limited to purposes of the meeting only.

Personal electronic communication devices of any kind will not be permitted to be used during executive (closed) sessions.

### **Public and Media**

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the “silent” mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

<b>Approved by Rancho Murieta Community Services District's Board of Directors</b>	August 21, 2013
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