

SANGAMON COUNTY, ILLINOIS

ORDINANCE
NUMBER 16- 12

**AN ORDINANCE ADOPTING A SOCIAL MEDIA POLICY
FOR THE VILLAGE OF CHATHAM**

THOMAS S. GRAY, Village President
PAT SCHAD, Village Clerk

KEN BOYLE, JR.
MARK CLAYTON
DAVID KIMSEY
NINA LINDHORST
MATT MAU
JOE SCHATTEMAN
Village Trustees

Published in pamphlet form by authority of the President and Board of Trustees of the Village of
Chatham

on 3/22, 2016

Sorling Northrup – 1 N. Old State Capitol Plaza, Suite 200, Springfield, IL 62705

**AN ORDINANCE ADOPTING A SOCIAL MEDIA POLICY
FOR THE VILLAGE OF CHATHAM**

WHEREAS, the Village of Chatham, Sangamon County, Illinois (the “Village”) is a duly organized and existing municipality and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Municipal Code, and all laws amendatory thereof and supplementary thereto, with full powers to enact ordinances and adopt resolutions for the benefit of the residents of the Village; and

WHEREAS, the Village President (the “President”) and Board of Trustees of the Village (the Village Board and together with the President the “Corporate Authorities”) are committed to adopting employment policies necessary to ensure the efficient operation of the Village; and

WHEREAS, in connection with the foregoing, the Corporate Authorities have determined that it is necessary, advisable and in the best interests of the Village to establish guidelines for Village employees’ use of social media; and

WHEREAS, such guidelines are designed to assist Village employees in using social media in a manner that does not compromise the Village’s ability to provide governmental services to Village residents; and

WHEREAS, in connection with the foregoing, the Corporate Authorities have determined that it is necessary and in the best interests of the Village to adopt a social media policy (the “Policy”), a copy of which is attached hereto and incorporated herein as Exhibit A.

*NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF
TRUSTEES OF THE VILLAGE OF CHATHAM, SANGAMON COUNTY, ILLINOIS, AS
FOLLOWS:*

SECTION 1: The foregoing recitals shall be and are hereby incorporated into and made a part of this Ordinance as if fully set forth in this Section 1.

SECTION 2: The Village Board hereby authorizes and directs the adoption of the Policy set forth on Exhibit A, with such modifications thereto as shall be approved by the President and the Village Attorney. To ensure that the Policy remains current and effective, the Village Board authorizes the President or his designee to make revisions to the Policy from time-to-time as needed. The Policy supersedes any previously adopted policies regarding social media use. The Village Board further authorizes the President or his designee to execute any and all documentation that may be necessary to carry out the intent of this Ordinance. The officers, employees, and/or agents of the Village shall take all action necessary or reasonably required by the Village to carry out, give effect to and consummate the intent of this Ordinance. Any and all actions previously performed in connection with carrying out and consummating the intent of this Ordinance are hereby authorized, approved, and ratified by this reference.

SECTION 3: All code provisions, ordinances, resolutions, policies, rules, orders, and the like, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

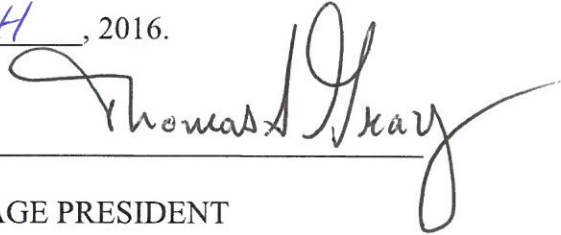
SECTION 4: This Ordinance is effective upon its passage and approval as provided by law.

	YES	NO	ABSENT	PRESENT
KEN BOYLE, JR.	✓			
MARK CLAYTON	✓			
DAVID KIMSEY	✓			
NINA LINDHORST	✓			
MATT MAU	✓			
JOE SCHATTEMAN	✓			

THOMAS S. GRAY				
TOTAL	6	0	0	0

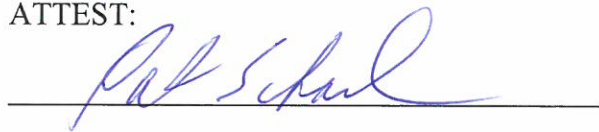
PASSED this 22 day of MARCH, 2016.

APPROVED by the President of the Village of Chatham, Illinois this 22 day of MARCH, 2016.



VILLAGE PRESIDENT

ATTEST:



VILLAGE CLERK

Receipt & Acknowledgement of
The Village of Chatham Social Media Policy and Guidelines

- I have received and read a copy of the Village of Chatham Social Media Policy and Guidelines. I understand that the policies and rules described in it are subject to change at the sole discretion of the Village of Chatham at any time. I understand that this policy supersedes all other previous Social Media policies for the Village as of March 2016.
- I am aware that during the course of my employment, confidential information will be made available to me. I understand that this information is critical to the success of the Village and must not be given out or used outside of the Village's premises or with non-Village employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or Village.
- I understand that, should the content of the Village of Chatham Social Media Policy and Guidelines be changed in any way, the Village may require an additional signature from me to indicate that I am aware of and understand any new policies.
- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Village of Chatham Social Media Policy and Guidelines.

Employee's Printed Name

Position

Employee's Signature

Date

Village Management's Signature

Date

Village of Chatham

Social Media Policy and Guidelines

This is the official policy for social media use at the Village of Chatham and provides guidance for employees on their professional and personal use of social media.

All employees are responsible for knowing and understanding the policy.

Professional Use of Social Media

Before engaging in social media as a representative of the Village of Chatham, you must be authorized to comment by the Village President or member of the management staff. You may not comment as a representative of the Village of Chatham unless you are authorized to do so.

Once authorized to comment, you must:

- Disclose you are an employee or elected official of the Village of Chatham, and use only your own identity.
- Disclose and comment only on non-confidential information. Confidential information is separately defined in this policy.
- Ensure that all content published is accurate and not misleading and complies with all Village of Chatham policies.
- Comment only on your area of expertise and authority.
- Ensure comments are respectful and refrain from posting or responding to material that is offensive, obscene, defamatory, threatening, harassing, bullying, and discriminatory, infringes copyright, breaches a Court order, or is otherwise unlawful.
- Refrain from making comments or posting material that might otherwise cause damage to the Village of Chatham's reputation or bring it into disrepute.

Personal Use of Social Media

The Village of Chatham recognizes that you may wish to use social media in your own personal life. This policy does not intend to discourage or unduly limit your personal expression or online activities.

However, you should recognize the potential for damage caused (either directly or indirectly) to the Village of Chatham in certain circumstances via your personal use of social media when you can be identified as an employee of the Village of Chatham. Accordingly, you should comply with this policy to ensure that risk of such damage is

minimized. You are personally responsible for the content you publish in a personal capacity on any form of social media platform. Remember that all posts are public and often permanent. When in doubt, you should seek guidance from your department head on how to comply with this policy. Village of Chatham reserves the right to read what you write or say publicly and make a determination if it meets this policy.

- Represent yourself accurately. Unless the Village of Chatham has designated you to speak officially for the Village of Chatham, you should not state that you write or speak on behalf of the Village of Chatham or that your viewpoints are the same as the Village of Chatham's, and you should make this clear to those reading or listening to your points of view.
- Do not disclose private or confidential information about the Village of Chatham, employees, or about citizens that you obtained through your employment with the Village of Chatham. Confidential or Private Information is information that is exempt from disclosure under Section 7 of the Illinois Freedom of Information Act, 5 ILCS 140/7.
- Even when using social media on a personal basis, employees may be disciplined for posting material that is, or might be construed as, vulgar, obscene, threatening, intimidating, harassing, or a violation of the Village of Chatham's workplace policies against discrimination, harassment on account of age, race, religion, sex, sexual orientation, ethnicity, nationality, disability, or other protected class, status, or characteristic.
- If you chose to identify your work affiliation on a social network, you should regard all communication on that network as you would in a professional network. Ensure your profile, photographs and related content is consistent with how you wish to present yourself with colleagues and clients.
- Employees who access social media during work hours or on Village of Chatham owned equipment should still comply with the Village of Chatham's computer usage policy. There is no right to privacy on Village of Chatham owned equipment.
- Village of Chatham may discipline employees for making a comment or posting any material that might otherwise cause damage to the Village of Chatham's reputation or bring it into disrepute. When the employee's comment is made as a citizen and not as an employee and is made on a matter of public concern, Village of Chatham may discipline the employee in situations where the interests of the Village of Chatham in promoting efficient operations outweighs the interests of the employee in commenting on such matters of public concern.

Nothing in this policy shall be interpreted in a manner that unlawfully prohibits the right of employees to engage in protected concerted activity under the Illinois Public Labor Relations Act. The Village of Chatham has and always will comply fully with the

obligations under the Illinois Public Labor Relations Act. Likewise, nothing in this policy shall be interpreted in a manner that unlawfully restricts an employee's rights under the federal or state Constitution. Village of Chatham has and always will comply with federal and state law.

A violation of this policy may subject an employee to discipline, up to and including termination.

February 2016