

## **ROLLIN TOWNSHIP WEBSITE POLICY**

The purpose of the Rollin Township website is to promote the programs, services, policies, and objectives of the Township and to share information with the community.\* Content is aimed at providing (1) information that will enable residents of the Township to have more effective access to local government, and (2) accurate, up-to-date information to residents during emergencies. Information that is not confidential and is available at the Township Hall may be posted for electronic access through the Township Website.

This policy specifically addresses updating procedures, links and informational announcements on the site, and who is responsible for the content of certain areas of the site.

The webmaster will post all information to the site. This will include routine business documents, such as township government-related meeting announcements, agendas and minutes for all boards or committees. Routine business may also include: decisions made by the board that are included in the board minutes, anything required to be posted on door of township hall, openings for positions on township committees, public hearings, and anything required by law, regarding township business, to be published in the newspaper, and township, school, and county election dates. Related election information will only be on the election page and a link to that page will be included on the announcement page.

Minutes will be submitted to the webmaster for posting within five (5) business days after boards and committees meet. All other updates will be made at least every two weeks. The clerk (sewer, election pages), assessor (property tax valuation), and treasurer (tax information) are responsible for the content of those pages with the supervisor's consent. Non-routine information must be posted with the consent of the supervisor.

The webmaster will forward all e-mails received through the website to the appropriate township official. A copy will also be sent to the township supervisor. A community calendar will be created monthly for posting on the website and for distribution via the township e-mail directory. Prior to distribution and posting on the website, the calendar will be sent to the supervisor and other township officials and committee chairpersons, asking for input. The calendar will be distributed at the end of the previous month.

At least twice monthly the webmaster will back-up the current version of the website on the township computer using a flash drive. The back-up will be kept at the township hall. The password and procedures for accessing the website internet service provider and webmaster e-mail program will be given to the township clerk in a sealed envelope to be stored in the township safe.

Unauthorized attempts to change information on this website are strictly prohibited and may be punishable under state and federal laws including the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

The Township's website contains links to other sites, which allow site users to leave the Townships site. The Township cannot and does not make any representation about these

sites or the materials and/or information available there. The fact that the Township made these links available is not an endorsement or recommendation by the Township of any of these sites. Objectionable material on any Township site pages or on any linked page, shall be reported to the webmaster immediately, who will notify the township supervisor.

Rollin Township respects the value of providing contact information to community resources. When organizations make an official request to the Township for inclusion on the Township website, the township supervisor will review the request to determine its relevance and appropriateness. The following criteria will be used to decide whether to grant requests for links to and announcements for outside agencies to be placed on the Township website.

**ROLLIN TOWNSHIP WILL CONSIDER PROVIDING LINKS AND ANNOUNCEMENTS FOR:**

- Federal, State, or local governmental agencies as well as other websites maintained by or on behalf of international, national, state, regional, or local governmental or public educational agencies.
- Non-profit groups of which the Township is a member, or which directly support the mission of the Township by providing resources for the fulfillment of Township services.
- Organizations that provide a public service to the community with regard to emergency information, public safety information, and/or public health information
- Community\* non-profit charitable, educational, recreational, scientific, or cultural organizations.
- Public and private utility service companies
- International, national, state, regional or city professional organizations at the discretion of the department whose activities pertain to such professions
- Information provided by departments that pertain to the areas of knowledge for those departments
- Promoting the economic development and health of the Township.

**IN KEEPING WITH ITS GOVERNMENT PURPOSE, ROLLIN TOWNSHIP WILL NOT PROVIDE LINKS FOR:**

- Commercial enterprises or non-profit organizations, unless they fit any of the criteria stated above.
- Religious-affiliated sites, in order to avoid the appearance of Township endorsement of any religious related content
- Political campaign information or endorsements, or sites that are associated with, sponsored by, or serving a candidate for elected office, any political party or organization supporting or seeking to defeat any candidate for elective office or any ballot proposal. (The actual ballot wording for proposals, and lists of candidates, including write-ins, running for township and county offices, local school boards, and links to sample ballots, will be permitted on the election page.)
- Organizations advocating a local, state, or federal issue, including, but not limited to social, industrial, or farm issues.

- Agencies, organizations, and companies sponsoring or otherwise participating in Township activities as related to that Township activity. Though no link is permitted, these donors may be acknowledged through a display of their names, logos or other information.
- Promotion of illegal activities, materials or information.
- Individual or personal home pages, blogs, or similar internet sites.

The Township reserves the right to refuse to post any website links and will delete links already posted, in conformance with this policy, without notice.

### **AUTHORITY OF SUPERVISOR**

The Township Supervisor is charged with ensuring that these adopted guidelines are followed. He/she is responsible for the website and its contents and may order the removal of any posting or informational link without notice to the originator. The webmaster shall post or remove said information within forty-eight (48) hours.

If the Township Supervisor denies the posting of information to the site, the originator has the right to ask the Township Board to vote on whether or not to permit the posting.

\*“Community” includes organizations located within Rollin Township, Lenawee, Hillsdale and Jackson counties, i.e. the Lakes Preservation League, Devils and Round Lakes Men’s Club, Addison Senior Center, Kiwanis Club, Girl and Boy Scout troops, 4-H and school sponsored clubs.