



**POLICY TITLE: Use of Electronic Devices by Board Members During Public Meetings**

**POLICY NUMBER: 1042**

E-Communications During CCSD Board Meetings — receiving communications concerning any matter before the Board, during Board meetings — either by text, e-mail or through social media forums — should be avoided.

During public board meetings, electronic devices such as tablets and laptops may be used by Board to access paperless agenda materials.

In order to avoid violations of the Ralph M. Brown Act, a Board Member shall not, during a Board meeting, use electronic devices, directly or through intermediaries, to communicate to other Board members.

In addition, reading, forwarding or responding to e-communications during Board meetings may result in the perception that Board Members are distracted or dividing their attention between a multitude of matters. Board Members should strive to give their full attention to the proceedings before them at Board meetings to ensure sound decision-making.

A Board Member needing to respond to communications of a personal nature during a meeting shall do so during a recess or shall excuse himself or herself from the meeting in a manner that does not disrupt the meeting.