21st Legislative District

Online Policy

# Governance

## Existing Accounts

Accounts online that are designed to represent the 21st Legislative District Democratic Organization shall fall under the governance of the Executive Board unless otherwise noted.

* Facebook
  + [21st Legislative District Democratic Organization of Washington State](https://www.facebook.com/groups/49768531934/)
  + [Executive Board of the 21st Legislative District Democrats](https://www.facebook.com/groups/21demsEB/)
  + [21st District Democrats](https://www.facebook.com/21dems?_rdr)
* Twitter
  + [@21dems](https://twitter.com/21dems)
* Website & Domain
  + [21dems.org](http://21dems.org)
  + Mediatemple.net (hosting)
* Email
  + All @21dems.org email addresses
* Cloud Storage
  + Google Drive
  + Dropbox
* E-Commerce
  + PayPal
  + Square Register

## New Account Creation

Any new online account or service created with the intention of use by the 21st Legislative District or to represent it may only be created at the discretion of the Executive Board. A simple majority vote in favor of the motion shall be required by the Executive Board to approval all new online accounts.

## Personal Accounts

Personal accounts created by members of the 21st Legislative District Democratic Organization or its Executive Board for personal use are exempt from having to solicit permission from the Executive Board.

## Custodianship

The custodian of all accounts in this section shall be the Chair, who shall maintain logon and two-step verification information when available.

## Administration

Administration duties may be delegated by the Chair, subject to the approval of the Executive Board.

## Security Authorization

To ensure that all changes are made with the approval of the Chair, two-factor authentication shall be used whenever possible and only the Chair shall be in possession of the device used to carry out such authentication.

# 21st Electronic Record-Keeping

The 21st Legislative District Democratic Organization shall create two official mediums of electronic record-keeping: internet cloud storage and a form of physical storage.

## Physical Storage

### External Drive

A singular external drive shall be purchased from 21st Legislative District Democratic Organization funds for official use as a record-keeping device.

### Custodianship

The external drive shall remain in the possession of the Secretary of the 21st Legislative District Democratic Organization.

### Synchronization

Weekly full backups of the files held in the cloud storage shall be made to separate folders on the external drive. This process shall be under the purview of the Secretary.

### Succession

#### Documentation

The Secretary shall be required to sign a statement, claiming responsibility and liability for the safe-keeping of the external drive and its contents. Possession of the external drive may not be assumed by the Secretary until this statement has been signed by both the Chair and Secretary.

#### Process

The outgoing Secretary shall transfer custodianship of the external drive to the incoming Secretary no later than seven days from the date the new Secretary assumes office. Documentation of this transfer shall be made and a copy of it shall be maintained on both cloud and physical drives.

#### Vacancy

In the event of any vacancy in the office of Secretary, the Chair shall take custodianship of the external drive until a new Secretary takes office.

### Replacement

Should the external drive be lost or become unusable, the Executive Board shall move to purchase a new external drive. The Secretary shall be responsible for replacement costs in the event of neglect. This shall be decided by a vote of the Executive Board with the Secretary abstaining.

## Cloud Storage

### Custodianship

Custodianship of all cloud storage account used to store and publish records of the 21st Legislative District Democratic Organization shall be maintain by the Chair. If possible, two-factor authentication shall be utilized to ensure secure access is maintained.

### Synchronization & Succession

#### Documentation

The Chair shall sign a statement claiming responsibility and liability for the safekeeping of the cloud storage account and its contents. Control of the Google Drive account may not be assumed by the Chair until this statement has been signed by the Chair and the required witness. A copy of completed turnover documentation shall be maintained on Google Drive and the external drive

#### Process

The outgoing Chair shall transfer ownership of the cloud storage account’s logon and password information as well as reconfigure two-factor authentication, if used. The current Secretary shall witness the transfer. If the office of Secretary is vacant, the existing Executive Board shall select a witness from its officers to serve as a witness.

# Contents And Publication Of Records

## Contents

Records kept by the 21st Legislative District Democratic Organization shall include, but not limited to, meeting agendas, meeting minutes, video and audio recordings, motions, reports, reference documents, governing documents, invoices, receipts, financial statements, electronic and physical correspondences, and promotional and design material.

## Destruction of Records

Under no circumstances may any historical records be destroyed without a 3/4 vote of the entire membership with prior notice given.

## Publication

### Required Publication

The following documents shall published, via the organizational webpage:

* General Membership meeting agendas
* Minutes
* Resolutions
* Reports submitted to the General Membership,
* Executive Board meeting summaries
* Any documents required by a majority vote of the membership

### Availability for Inspection

All records of the body may be inspected by request made to the secretary.

### Exclusions

#### Executive Session Records

Any records recorded under executive session shall only be available for inspection to those eligible to participate in those proceedings.

#### Executive Board Minutes

Minutes of the Executive Board are restricted to Executive Board members only, per Roberts Rules

# Facebook

## Facebook Presence

The 21st Legislative District Democratic Organization shall maintain four Facebook entities:

1. Public page – 21st Legislative District Democrats
2. Closed group – Friends of the 21st Legislative District
3. Closed group – 21st Legislative District Democratic Organization of Washington State
4. Secret group – Executive Board of the 21st District Democrats

## Executive Board Group

The membership of the *Executive Board of the 21st District Democrats* group shall consist of current members of the Executive Board. This group shall be used to coordinate and manage organizational activities as needed.

## Legislative District Group

The *21st Legislative District Democratic Organization of Washington State* group shall consist of current members of the Organization, PCOs, the Executive Board members, and registered voters residing in the 21st Legislative District. The approval of the Executive Board shall be required for any exceptions to this membership list.

## Friends Of Group

The *Friends of the 21st Legislative District Democrats* group shall consist of current members of the Organization, PCOs, the Executive Board members, and registered voters residing in the state of Washington. The approval of the Executive Board shall be required for any exceptions to this membership list.

## Public Page

The public page shall be used to advertise events and meetings, open to the public, and promote general announcements to the community.

## Administration Guidelines

### Content

Content must follow the following criteria:

* Content is respectful and designed to encourage constructive dialog on issues consistent with the purpose of the 21st Legislative District Democratic Organization.
* Members are encouraged to remain as local and relevant as possible on current issues.
* Reposts must have comments designed to start a dialog

The following content is inappropriate

* Repetitive posts on the same issue (spam)
* Posts derogatory in nature
* Foul language
* Posts that intentionally seek to create discord
* Personal attacks of any kind

### Administrative Actions

Content and individuals that may be deemed inappropriate or not in accordance with these criteria are subject to removal by consensus of the Administrators. Any members so removed shall be reviewed with the Executive Board and recommendations shall be presented to the body at the next general meeting. A majority vote must be obtained to overrule the recommendations of the Executive Board.

### Reporting Inappropriate Content

Any member may bring to the administrators’ attention content they feel is not suitable through either personal communication or reporting of posts using the Facebook controls. Administrators, may edit or remove said content if it is found to be inappropriate.

## Administration

The Chair and Vice Chairs shall be administrators on all. The Chair shall exercise their discretion on designating other individuals administrator or moderator rights on Facebook. In addition, the Executive Board may compel the addition or removal of administrators or moderators, by means of 2/3 vote.

# Twitter

Twitter shall be used as a supplement to the public page.

# Website And Email Governance

## Custodianship

The Chair shall retain custodianship of the [21dems.org](http://21dems.org) website. The Chair may appoint individuals to assist, subject to oversight of the Executive Board.

## Content

Content shall be consistent with the purpose of the 21st Legislative District as stated in the bylaws. The Executive Board and membership may, with a majority vote of the Executive Board, petition for content they feel is not suitable for the website to be removed or edited.

### Requirements

The website shall contain, at minimum, the following information:

* The 21st Legislative District Democratic Organization’s jurisdictional boundaries
* Current membership of the Executive Board
* The last six months of General Membership and Executive Board meeting agendas and meeting minutes
* Links to the 21st Legislative District Democratic Organization’s public Facebook Page and Twitter account
* Link to email [Chair@21dems.org](mailto:chair@21dems.org)
* Link to publicly available documents
* Link to the Precinct Committee Officer Handbook
* Link to the 21st Legislative District Democratic Organization Bylaws and policies
* A list of the current Precinct Committee Officers
* A link to the Snohomish County Democratic Party website
* A list endorsements by the 21st for the next upcoming election
* A payment method for membership payments and donation contributions

## Email Accounts

The current Chair shall be responsible for the [Chair@21dems.org](mailto:chair@21dems.org) email account. Responsibility for any other email address created to represent the Organization or its officials shall be delegated by the Chair, subject to approval of the Executive Board.

## Succession

The outgoing Chair is required to forfeit custodianship of the email account’s logon and password information. The current Secretary shall bear witness to the transfer of ownership. If the office of Secretary is vacant, the Executive Board shall designate a witness.

# Branding and Graphics Design

## Official Logo

The official logo for the 21st Legislative District Democratic Organization shall be:

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This logo may only be changed once per calendar year with prior notice to, and a majority vote of, all Precinct Committee Officers.

## Committee Logos

Committees are responsible for their own logo designs.