

A (RESOLUTION or ORDINANCE) TO ADOPT A PLAN FOR A _____ [insert the name of the Governing Body] INTERNET FORUM

BE IT RESOLVED, by the _____ [insert the name of the Governing Body], of _____, Tennessee [insert the name of the city, county, or metropolitan form of government, hereinafter referred to as "Local Government"] in session assembled this ___th day of _____, 20__:

WHEREAS, the Tennessee General Assembly has enacted legislation allowing local governments to establish a legislative forum to enable electronic communications (Public Chapter 175, Acts of 2009; Tennessee Code Annotated Section 8-44-109), and

WHEREAS, the _____ [insert the name of the Governing Body] wishes to establish an internet forum, and

NOW, THEREFORE, BE IT RESOLVED, BY THE _____ [insert the name of the Governing Body] to adopt the following:

1. That the _____ [insert the name of the Governing Body] will host the forum on an internal server. This server will be available at all times other than that necessary for technical maintenance or unforeseen technical limitations. It is estimated that the server will be available over ___ % of the time based on the _____ [insert the name of the Local Government] experience with its present web server. Said server will be replaced on at least a ___ year cycle.
2. The _____ [insert the name of the Local Government] Information Technology (IT) Department shall maintain and monitor the forum to ensure that it functions properly, but will not delete or edit any comment posted.
3. A link to the forum will be published on the _____ [insert the name of the Governing Body] web page with a contact email address and phone number to report problems.
4. Every _____ and _____, passwords will be changed by the IT department. All passwords will require at least six letters and 2 numbers. The IT department will inform the members of the _____ [insert the name of the Governing Body] by phone of the new passwords before the password is changed.
5. All communication will remain on the active page for at least one year. Every _____, the IT department will archive and remove postings that have been on the forum for over one year.
6. Only members of the _____ [insert the name of the Governing Body] can post to the forum.
7. Members of the _____ [insert the name of the Governing Body] are prohibited from using the forum until they accept the "Terms of Use Agreement" of the forum.
8. Free public access to the forum will be available at the _____ [insert the name of the Local Government] Public Library. The Library will provide at least one computer that anyone can use to access the forum without showing a library card.
9. The _____ [insert the name of the Governing Body] acknowledges that the forum cannot be used until the Office of Open Records Counsel issues a Report of Compliance.
10. Prior to commencing use of the forum, the _____ [insert the name of the Governing Body] shall conduct a public hearing relative to its intent to utilize the forum. A copy of the public comments shall be kept on record for public inspection.
11. Public notice of the _____ [insert the name of the Governing Body] intention to use the electronic forum and the link to the forum will be placed in the same paper used to notify the public of its public meetings. As long as the _____ [insert the name of the Governing Body] chooses to utilize an internet forum, it will fulfill its statutorily set responsibilities regarding that use. Failure by the _____ [insert the name of the Governing Body] to fulfill its ongoing responsibilities will render the Report of Compliance void. If the _____ [insert the name of the Governing Body] determines that it is no longer going to utilize the forum, notification will be given to both the public and the Office of Office of Open Records Counsel.

BE IT FURTHER RESOLVED THAT THIS (RESOLUTION or ORDINANCE) SHALL BE IN FORCE AND BECOME EFFECTIVE UPON ITS ADOPTION, THE PUBLIC WELFARE REQUIRING IT.

CERTIFICATION OF ACTION

ATTEST

[insert the name of the Governing Body] Chairman

Clerk/Secretary