

## Terms of Use Agreement for the \_\_\_\_\_ [insert the name of the Governing Body] Forum

1. This forum is for the exchange of ideas and/or questions. It is not to be used for personal attacks or to promote commercial or private ventures. This forum is to be used to discuss \_\_\_\_\_ [insert the name of the Governing Body] matters only.
2. The only users allowed to post are members of the \_\_\_\_\_ [insert the name of the Governing Body] (hereinafter “members”), but the content is available to the public.
3. No one other than a member may post to the forum, and a member may not allow anyone else access to his/her account.
4. The use of objectionable or inflammatory remarks shall be avoided.
5. Once posted, the communication will remain available over the internet for at least one year. Comments posted in error cannot be deleted and will not be edited.
6. The forum will be password protected. Each member shall notify \_\_\_\_\_ [insert the appropriate contact] if his/her password is compromised.
7. Each member shall protect his/her password so that no one else may post in the member’s name. \_\_\_\_\_ [insert the name of the Local Government] will assume that items posted from a member’s user account came from the member.
8. If a member has his/her computer remember passwords, the member must protect access to his/her computer.
9. The forum will be available at all times except for technical maintenance or unforeseen technical limitations.
10. The views expressed on the forum are those of the posting member. It should not be assumed that the views expressed represent the official views of \_\_\_\_\_ [insert the name of the Local Government].
11. Communication over the forum is not a substitute for decision making in an open meeting held in accordance with the Tennessee Open Meetings Law. The \_\_\_\_\_ [insert the name of the Governing Body] meeting is where official votes are taken.
12. Participation in the forum is not eligible for any per diem reimbursement.

I, \_\_\_\_\_, acknowledge that I have read and agree to these terms of use for the \_\_\_\_\_ [insert the name of the Governing Body] Forum. Signature on this “Terms of Use Agreement” acknowledges receipt of a copy of Public Chapter 175, Acts of 2009.

Signature: \_\_\_\_\_  
[Insert the title of the members of the Governing Body]

Date: \_\_\_\_\_