

Village of Sussex Corner
Policy # 2017 – 01
Village Council Electronic Equipment

Policy Statements:

The Electronic equipment units shall be the property of the Village of Sussex Corner and shall be used for Village business only.

The Electronic equipment units shall be assigned to each member of Village Council and upon assignment the unit shall be used by that assigned member only.

The Electronic equipment units shall be equipped with a standard suite of applications (apps) and no other applications shall be added to any unit without the approval of Village Council. Any unauthorized costs to the Village resulting from the actions of a member of Council shall be the responsibility of the member in question.

The Electronic equipment units shall, from time to time, require software updates and when necessary, each member of Council shall return the units to staff for update routines. During such routines, any unauthorized applications will be removed from the unit.

Village Council shall use the electronic equipment units to receive and review correspondence and communication. Each member shall be assigned an email address for, and Village Staff will distribute all correspondence and communications to the assigned email addresses only. Village Staff shall scan and distribute hard copy correspondence.

The Electronic equipment units shall provide the sole source of information for Council members at each Council Meeting. Paper documents shall no longer be provided.

Village Council shall access the electronic equipment units regularly to review correspondence and communication from Village Staff and others. Village Council may choose to utilize the electronic equipment during Council meetings.

The Electronic equipment units shall be returned to the Village at the end of each Council term for reassignment to the incoming Council.

Each member of Village Council in possession of an electronic equipment unit shall treat the unit with due care and attention to prevent damage or loss of the unit.

The Electronic equipment units shall not be used by Council to communicate with each other or with any others during Council meetings unless directed by Council.