

## Attachment "C"

### Bel Air-Beverly Crest Neighborhood Council DRAFT Standing Rules Systems and Passwords June 19, 2024

#### **Email and Document Sharing**

The Bel Air-Beverly Crest Neighborhood Council shall maintain email service for board members as well as systems for creating, storing and sharing documents. Other services may be contracted for or simply bundled with previously mentioned services. These services are maintained for the express purpose of doing the business of the Neighborhood Council.

#### Administration:

Administrative control of these services rests with the President, the Administrative Assistant and any designees. There should be no more than two additional designees, and any administrative action taken on the account must be approved by the President.

#### Issuance of email addresses:

Shortly after election, selection or appointment to the Neighborhood Council, individuals will be issued an email address and password. Committee members who expect to engage in significant communication on behalf of the Neighborhood Council may also be issued email addresses. A review of additional issued email addresses shall be conducted in July of each year.

#### Relinquishment of email addresses:

When a person ceases to be a member of the Neighborhood Council and when the Council decides to discontinue issuance of an email address to a committee member, a timeline shall be established for archiving of the materials stored - email and any documents - and following the timely completion of this process, the email address shall be deleted from the system. This process shall be completed by the President, Administrative Assistant, or their designee no more than a month after the account holder discontinues service.

#### **Passwords**

Passwords for all digital assets shall be jointly recorded by the President and by the Chair of the Outreach Committee.

All guidelines in the DONE Digital Communications Policy for Neighborhood Councils shall be followed.