

Village of East Nassau

WEBSITE POLICY

As Accepted by the Board 11 February 2009

I. ROLES:

- A. Village Board: The Village Board will have the ultimate authority to accept or reject content to be incorporated into the Village Website. The Webmaster will add content as available when such content meets the guidelines of acceptable content as determined by the Village Board. The Village Board will annually review and renew the Village's membership in the Digital Towpath Cooperative and support the growth and stability of this entity. The Village Board shall appoint a delegate to the Digital Towpath Cooperative to represent the Village of East Nassau's interests.
- B. Webmaster: The Village Board shall designate a webmaster. It will be the responsibility of the webmaster to assure that the information submitted meets Village Board guidelines before posting to the website. The webmaster will have discretion as to format and style of the website, with input from the Village Board.
- C. Other elected and appointed village officials: All designated officials will submit information for inclusion on the village's website.

II. MAINTENANCE

Maintenance of the website with up-to-date information is essential to its usefulness to our residents.

- A. Each department (Head or designee) will determine content directly related to their responsibilities. Whenever possible these individuals will be given draft level user accounts for the administrative pages of the village website and will be expected to submit information in draft form for review by the webmaster.
- B. The webmaster will periodically review all draft information submitted and publish all that meets this website policy.

III. SOME CONTENT SPECIFICS

- In general, any document approved for publication, distribution or allowed under the Freedom of Information Law is assumed to be approved for publication on the village website. These include, but are limited to: meeting notices, legal notices, event calendars, special notices, and informational documents.
- All Village officials and employees will be listed with their official contact information.
- Minutes of all the Village's public meetings will be available on the website.
- Links from the website (referenced in the Village content areas) are subject to approval by the Village Board. Links to or from sites belonging to official state, county or local government or not-for-profit organizations sponsored by government entities are approved.
- The website will not be used as a political forum.
- All village job openings will be posted to the Employment pages of the website.
- It is the goal of the Village of East Nassau to present as much public information as possible on its website. Citizens should be able to download commonly used forms and applications. To this end, the webmaster and/or the Village Board will periodically review options available from the Digital Towpath software and implement new areas of information as possible.