

MCC Outbound Communications Policy

This is a simplification of County Policy, Brown Act, and advice from County Counsel. When in doubt, ask. Many outbound communications are replies to communications from the public. These policies do not apply to communications resulting from actions at MCC meetings. “Speak” in this context refers to any form of communication (verbal, written, or electronic, e.g. email, text, social media).

- It’s always OK to identify as an MCC Councilmember, but identify
 - When you are speaking as an individual councilmember
 - That you are a private citizen
 - OR
 - That you are speaking as a councilmember, but not for the council
 - If you are speaking as a member of a subcommittee, formal or ad hoc, on issues related to that subcommittee
 - If you are speaking for the council, as the result a council vote (official or consensus)
- Unless speaking as a private citizen, remember that you represent the council, and that what you say reflects on the council. Even private communications may become public.
- When speaking as a member of council, it’s customary to report your activities (briefly) under Council Activities at a subsequent council meeting, unless they are not of general interest (as when helping a community member with an issue).
- If contacted about an active MCC issue, and you are not one of the councilmembers working on that issue, it’s best to refer the contact to the Chair, or to those working on the issue, to avoid Brown Act issues.
- **All** communications, except when speaking as a private citizen, are public information, and when asked by any member of the public, you must report what you said (and usually, what was said to you). The Public Record Act exceptions have not applied to any activities of the MCC to date. When asked, notify the MCC Secretary that you were asked, and how you responded; in most cases, the Council Chair or Secretary should respond, and inform the County Counsel.
- Despite the above paragraph, it’s customary to not share private email between councilmembers to others not party to the email, without asking the author if it’s OK. When a public request is made, that rule does not apply.