

UTAH STATE BOARD OF EDUCATION POLICY
Policy Number: 2004
Policy Name: Board Member Communications
Date Last Approved: November 4, 2021

By this policy, the Utah State Board of Education, “the Board,” establishes the following internal rules and procedures for Board members’ communication and expected decorum.

(1) External Advocacy.

(a) Members who post or comment on social media shall use social media in an ethical and civil manner and provide a disclaimer for any post or any interactions related to education that do not represent the official actions or positions of the Board.

(b) Members when communicating with the public electronically, by mail, or in person shall use each medium in an ethical and civil manner and provide a disclaimer when the communication is related to education that does not represent the official actions or positions of the Board.

(c) A member’s communications as described in subsection (a) and (b) may not be done in a manner that can:

(i) place the Board at risk of reputational harm or legal liability;

(ii) defame staff or individuals; or

(iii) place staff or individuals at risk for harm.

(2) Board and Member Communications.

(a) When a communication does not identify a member’s district, Board staff will provide a general response

- (b) When a communication identifies a member's district, the applicable member is encouraged to respond;
- (c) Members may not share pre-meeting materials until such time that the document or its contents are made public through the established process;
- (d) Members may not share or forward to anyone outside of the Board, communications which are private, controlled, or protected under GRAMA or restricted under federal law unless or until such time as the Board makes the communications or its contents public.
- (e) Members are encouraged to respond in a timely manner to communications from constituents.
 - (i) Members may utilize Board staff to assist with constituent communications.
 - (ii) If 25 or more emails regarding the same topic are received, Board Leadership may approve a standard reply to be sent by Board staff;