



Social Media Site Policy

I. Privacy Policy and Disclaimer

Social media tools allow the Washington Municipal Clerks Association (WMCA) to share information, network, and facilitate greater communication among our membership. Social media use shall comply with applicable WMCA policies, as well as state and federal law.

Individuals who visit WMCA social media sites accept WMCA's social media site policies (hereafter referred to as "Policies"). WMCA reserves the right to modify these policies, as necessary.

These social media sites are administered by WMCA, but the content on the sites is not entirely controlled by WMCA.

WMCA utilizes social media sites to provide information about its events, issues, programs, and services. WMCA assumes no liability for any inaccuracies these social media sites may contain and does not guarantee that the social media sites will be error-free, permanent, or uninterrupted.

WMCA reserves the right to implement or remove any functionality of its social media sites. This includes, but is not limited to, information, articles, pictures, videos, or any other form of communication that is posted on a WMCA social media site.

It is expected that establishing new social media platforms would be initiated and launched by the WMCA Executive Committee, however if WMCA members desire to do so, they must first obtain approval of the WMCA Executive Committee.

II. Purpose

WMCA's social media platforms are currently hosted by Facebook®, Shutterfly®, and a website. These are the social media/networking sites, which WMCA's membership has joined to promote activities, programs, projects, and events. Clerks join the WMCA Facebook® or Shutterfly® pages, or visit www.wmcaclerks.org, in order to get the latest information and to learn about networking opportunities, etc. The Facebook page is designed to provide

information to the membership in a timely manner and alert members about information should they be away from the office where they would receive other notifications such as the Eblast emails. The Shutterfly® page is an image storage receptacle and sharing mechanism for members to save photos and other graphic materials.

III. Content & Conduct

WMCA social media sites are limited public forums, moderated by WMCA's Executive Committee, to ensure content posted by outside users is appropriate. The comments and opinions expressed by members of WMCA's social network are theirs alone and do not reflect the opinions of WMCA. Commercial content and soliciting are not allowed.

Standards of professional conduct are expected of those who post. What is said is read by many and reflects on the character of the person who posts as well as on WMCA. WMCA reserves the right to remove and/or ban the person who posts inappropriate comments, including but not limited to the following: obscene language or sexual content, threats, statements that defame any person or Association, are hostile or harassing in nature, support or oppose political candidates or ballot propositions, without the express consent of WMCA's Executive Committee, promote illegal activity, infringe on WMCA's rights or the rights of any individual or entity, violate the right to privacy, infringe on intellectual property or publication rights, or are not topically related to the particular posting.

WMCA is a private non-governmental Association. Therefore, the First Amendment right to free speech is respected, but need not be granted. Removal of a posting is at WMCA's sole discretion. WMCA will notify the individual and provide a statement regarding the removal. The individual may appeal a decision to ban as a commentator to WMCA's President; however, the decision whether or not to reinstate that individual's permission to post is at the discretion of the WMCA Executive Committee.

WMCA's Facebook® and Shutterfly® pages are private and content displayed in this group (including screenshots) must not be shared outside of this site, with the exception of fundraising activities, legislative communications, or express permission of the poster.

External links are provided for convenience, but they are beyond WMCA's control. WMCA makes no representation as to their content or computer safety. Use of or reliance on any external links and their content is at the individual's own risk. When visiting external links, the individual must refer to that external website's terms and conditions of use.

IV. Administration

The WMCA Facebook® page will have a minimum of two designated administrators that are current members of the Executive Committee, one of which shall be the Membership Committee Liaison, or designee. Additional administrators, that are current active WMCA members in good standing, may be assigned to serve in an administrative role. WMCA's

Facebook® administrators are responsible for monitoring the page and verifying membership status prior to admitting new members.

The WMCA Shutterfly® page will be administered by the WMCA Webmaster(s) as well as one member of the WMCA Executive Committee.

V. Membership

Members of WMCA social media sites are limited to: active, affiliate, associate, honorary, or retired members, current or past Presidents of other IIMC Region IX state municipal clerk associations (AAMC, CCAC, OAMR), current or past Region IX Directors, current or past IIMC Presidents, and current or past Northwest Clerks Institute Directors.

VI. Copyright Protections

All information and materials generated by WMCA and provided on its social media sites are the property of WMCA. WMCA retains copyright on all text, graphic images and other content that was produced by WMCA or its members and found on the page.

Commercial use of text, WMCA logos, photos and other graphics is prohibited without the express written permission of the Washington Municipal Clerks Association. Use of the WMCA logo is prohibited for non-WMCA business purposes.

VII. Contact Information

For questions or comments about the WMCA Social Media Policies, please visit www.wmcaclerks.org.

Adopted: January 8, 2021