

Calumet County

Tablet Usage Policy

RULES OF ORDER OF THE CALUMET COUNTY BOARD OF SUPERVISORS

RULE XX: CODE OF ETHICS

M. Use of Technology During Board and Committee Meetings.

1. Cellular Phones

- a) Unless a Supervisor is expecting a call on an important matter, e.g. sick family member, impending birth of child; all cellular telephones shall be turned off during meetings. "Turned off" means powered off and does not include "airplane" or "flight" mode.
- b) If a Supervisor is expecting a call on an important matter,
 - i. The Supervisor shall inform the Chair before the meeting is called to order.
 - ii. The cellular telephone shall be placed on vibrate.
 - iii. Cellular phones in vibrate mode shall not be placed on the Supervisor's work station, as the vibration will cause noise and disrupt the meeting.
- c) If a Supervisor must take a call on an important matter during a County Board Meeting, he shall mark himself absent, and immediately leave the County Board Room or meeting room before answering the telephone call.
- d) In no instance shall any Supervisor answer a cellular telephone call while present in the County Board Room while the Board is in session.
- e) In no instance shall any Supervisor answer a cellular telephone call while present in a Committee meeting.

2. Smart Phones

- a) Smart Phones may remain powered on during meetings; however the rules for receiving telephone calls in paragraph 1 apply. "Airplane" or "Flight" mode may be used.
- b) Smart Phones may be used to read and review meeting materials, and access information pertinent to the items being discussed at a meeting.
- c) All notifications/alerts (audible and vibrating) for phone functions shall be turned off during meetings, e.g. incoming calls, text messages, emails, SMS messaging, etc.
- d) Smart Phones shall not be used during Board and Committee meetings to surf the web (except as stated in paragraph "b" above), email, engage in instant or text messaging of any kind or to engage in non-county related business.

3. Laptops, Tablets, iPads, and other computing devices.

- a) Laptops, Tablets, iPads and other computing devices may be used during Board and Committee meetings to read and review meeting materials, and access information pertinent to the items being discussed at a meeting.
- b) Laptops, Tablets, and iPads shall not be used during Board and Committee meetings to surf the web (except as stated in paragraph "a" above), email, engage in instant or text messaging of any kind or to engage in non-county related business.

4. Email, Instant or Text Messaging.

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- a) All communication between Supervisors during a County Board or Committee Meeting shall be completed verbally. Exceptions to this rule may be made in the case of disability where the Supervisor is unable to communicate by using his voice due to illness, injury or disability.
 - b) A Supervisor shall not engage in any email, instant messaging or text messaging during any Board or Committee meeting with County Employees.
 - c) "Email" means a system for sending and receiving messages electronically or over a computer network via telecommunications links between computers, terminals, smart phones, or other electronic devices capable of sending email. Also, a message or messages sent or received on such a system.
 - d) "Instant Messaging" means real-time direct text-based chatting communication between two or more people using personal computers or other devices.
 - e) "Text Messaging" means the exchange of brief written text messages between a fixed-line phone or a mobile phone and fixed or portable devices over a network.
5. Violation of these rules could result in censure by the Board.