

107.2 Website Policy

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SECTION I – PURPOSE

The purpose of the Town’s website will be to provide a rapid, efficient and convenient means of communication with the residents of the town and other interested parties, to provide a readily available source for information regarding the Town of Berry and its government and to encourage community within the Town.

SECTION II – WEBSITE CONTENT

- A. All postings shall be relevant to the Town of Berry residents and/or other interested parties.
- B. The website shall serve as a repository and ready source of such information as the citizens should want and need regarding the Town and its government. Posting should include, but not be limited to:
 - a. Government
 - i. Town officers and contacts
 - ii. Town committees and commissions
 - iii. Activities such as meeting notices, calendars and agendas
 - iv. Ordinances and policies
 - v. Records such as budgets, minutes of meetings, committee reports etc.
 - vi. Requirements such as permit requirements, voter registration information, etc.
 - vii. Election information such as candidate information, local election results
 - b. General Information of town wide interest
 - i. Taxation issues
 - ii. Land use issues
 - iii. Request for volunteers
 - c. Health and safety information
 - d. Town sponsored social events
 - e. Historical events of general town interest
 - f. Social events open to all residents
 - g. Listings of town businesses for town residents interested in buying locally
- C. Posting shall not include any:
 - a. Polarized political statements
 - b. Campaign articles of any type
 - c. Personal attacks
 - d. Opinions or interpretations

SECTION III – PROCEDURES

- A. All materials to be posted on the website shall be submitted to the Town Clerk.

- B. Requests for business listings may be submitted by any resident of the Town of Berry who has a business in the Town of Berry, any one that resides outside of the Town of Berry and has a business in the Town of Berry, and any resident of the Town of Berry that has a business outside the Town of Berry, may place a listing in the website. If the business is outside Berry, the Berry resident shall be named as the contact person for the business in the listing with a direct telephone number and email.
 - a. The application shall include name of business, address of business, and type of business, and contact phone number.
 - b. An applicant applying for a text listing shall provide the information required by the Town of Berry in the format required by the Town of Berry to be included in the listing.
 - c. Listings may be submitted as either a JPEG or other file immediately ready to post on the website
 - d. There will be no cost to qualified businesses for listings.
- C. The Clerk may post any material of routine nature, such as agenda, minutes, calendar items, ordinances, policies and other general material that is public information and does not require altering the format of the web page to which it is posted.
- D. If the Clerk has question regarding the suitability of material for posting, or if it requires modification of the format of the web page, she will consult with the chair of the Computer-Web Committee, who may approve the change or consult with the Town Chair. If the chair of the Computer-Web Committee decides that the posting will amount to a substantial change to the website, the change will require agreement of both the chair of the Computer-Web Committee and the Town Chair. If the change appears to represent a policy change, it will be made only with agreement of a majority of the Town Board.
- E. Listings will be checked periodically for accuracy and timeliness, and listings no longer current will be removed. Business and organizations posting information and listings will be asked to verify that the listings are still current.

Dated this 16th day of May, 2011

Posted: May 17, 2011

Brenda Kahl, Clerk/Treasurer
Don Witmer-Kean, Supervisor
Jim Laubmeier, Supervisor

Anthony Varda, Chair
Chris Upper, Supervisor
Bill Carlson, Supervisor