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meeting

CITY OF OAK GROVE, KENTUCKY ORDINANCE 2022-_____

A SUMMARY OF AN ORDINANCE BY THE CITY OF OAK GROVE, KENTUCKY
AMENDING ORDINANCE 2020-14 ESTABLISHING AN ETHICAL CODE OF
CONDUCT FOR CITY OFFICERS AND EMPLOYEES

By summary, this creates the following new sections of the Oak Grove Code of Ethics:

SECTION 22. Social Media.

- (A) City officials [including members of boards, commissions, etc.] can maintain a personal presence on social media. However, to be considered personal, there can be no mention of their status as a city official. Any mention of their status as a city official potentially changes the nature of the page, requiring record keeping in accordance with the Kentucky Department of Library and Archives retention schedule and subjecting the entire page to Open Records requests.
- (B) Elected city officials who want to interact with the community on social media in their role as city official are required to maintain a separate account. City officials will notify the city clerk of any official page(s) utilized. The city clerk will maintain an updated list of official pages of city officials.
- (C) City officials shall conduct themselves professionally and as a representative of the city.
- (D) Elected city official pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure. Additionally, guidelines, shall be posted conspicuously on the page.
- (E) No comments shall be deleted unless in violation of posted guidelines. Deleted comments shall be provided to the city clerk and must be saved for one year.
- (F) City officials shall not conduct city business through their social media sites. If receiving a specific request from a citizen, the city official shall state: "Thank you for your question. Please email me at [official email address] or contact me at [phone number]. I look forward to speaking with you."
- (G) Elected officials shall not discuss issues pending before the council. Elected officials may illicit public input but shall not respond to comments. Engaging in substantive conversations on social media could require retention of the posts and may violate the Open Meetings Act if other elected officials are also engaging in the discussion.

Commented [A51]: I highly recommend that these next two sections be added to the ordinance.

Commented [A52]: COMMENT SECTION 23(D): An example of appropriate guidelines to be posted on city social media pages in the about section of the social media account:

In regard to comments placed on the social media site, the following guidelines are in force:

- a. As a public entity the city must abide by certain standards to serve all its constituents in a civil and unbiased manner.
- b. The city's social media sites prohibit the posting of content and/or comments containing any of the following:
 1. Comments not topically related to the particular site or blog article being commented upon;
 2. Profane language or content;
 3. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
 4. Sexual content or links to sexual content;
 5. Advertisements, solicitations, phishing;
 6. Conduct or encouragement of illegal activity;
 7. Information that may tend to compromise the safety or security of the public;
 8. Campaign ads or related content advocating for or against a candidate for office;
 9. Comments unrelated to a topic or post as well as multiple off-topic posts or spam by a single person; or
 10. Content that violates a legal ownership interest of any other party.

The city reserves the right to deny access to city's social media sites for any individual who violates the City's Social Media Policy, at any time and without prior notice.

- (H) City employees are bound by the city's social media policies in the City of Oak Grove Employee Handbook.

Commented [A53]: Make sure this is addressed in the employee handbook or remove this paragraph until it is added

SECTION 23. Email.

- (A) City officials shall maintain an official email address and shall provide the email address to the city clerk. This must be separate from their personal email account.
- (B) No city business shall occur through a personal email account.
- (C) City officials shall retain emails according to the Kentucky Department of Library and Archives schedule for emails. City officials shall direct any record keeping questions to the city clerk.

SECTION 24. Executive Session.

No city official or employee shall reveal any information obtained during executive session of any governmental meeting.

The previous section 24 shall now be section 25, and all other sections are renumbered as appropriate.

Passed on First Reading this ___ day of _____, 2023.

Passed on Second Reading this ___ day of _____, 2023.

APPROVED:

ATTEST:

Jackie Oliver, Mayor
City of Oak Grove, Kentucky

Lorelynn Fisher, City Clerk
City of Oak Grove, Kentucky