
**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: SCOTT KOEPPPEL
SUBJECT: RESOLUTION APPROVING UPDATED SOCIAL MEDIA POLICY
AGENDA: OCTOBER 15, 2024
DATE: OCTOBER 8, 2024

ISSUE

Shall the Board approve a resolution adopting the Village's Social Media Policy?

DISCUSSION

During the Village Board meeting held on October 1, 2024 the Village Board discussed updating the Village's social media policy and reached the consensus of a closed forum. After the meeting, staff drafted an updated policy and sent it to IRMA, the Village's insurance carrier, and staff incorporated the recommended changes from IRMA. Staff also provided the draft policy to the Village Attorney for review.

The new policy is attached to the resolution for approval. Once approved staff will implement the changes and update the rules on the website and all Village social media platforms.

COST

The only cost was for legal review of the policy.

RECOMMENDATION

Staff recommends approving the resolution adopting the Village's Social Media Policy.



**VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

RESOLUTION NO. 20241015AD

**RESOLUTION ADOPTING A SOCIAL MEDIA POLICY FOR THE VILLAGE OF
SUGAR GROVE**

WHEREAS, the Village of Sugar Grove Board of Trustees finds that it is in the best interest of the Village to adopt a social media policy;

NOW, THEREFORE, BE IT RESOLVED, by the President and the Board of Trustees for the Village of Sugar Grove, Kane County, Illinois, as follows:

The attached (Exhibit A) Village of Sugar Grove, Illinois – Social Media Policy is effective immediately.

All conflicting policies are repealed.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois on this 15th day of October, 2024.

Jennifer Konen
President of the Board of Trustees
of the Village of Sugar Grove, Kane
County, Illinois

ATTEST:

Tracey Conti
Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Matthew Bonnie	_____	_____	_____	_____
Trustee Sean Herron	_____	_____	_____	_____
Trustee Heidi Lendi	_____	_____	_____	_____
Trustee Michael Schomas	_____	_____	_____	_____
Trustee Sean Michels	_____	_____	_____	_____
Trustee James F. White	_____	_____	_____	_____

Exhibit A

Village of Sugar Grove, Illinois – Social Media Policy

Purpose: The Village of Sugar Grove recognizes that social media services, such as Facebook, Twitter and Instagram, have become increasingly common forms of communication among residents, media outlets, government agencies, businesses and others. Using this technology, the Village has additional avenues by which to share news releases, inform the public about initiatives and highlight events and media coverage. Additionally, social media provides the ability to share other information that supports the goals and mission of the Village. The Village's social media pages are not intended to be public forums. Rather, they are another method for the Village to communicate with the community.

General Guidelines:

1. **Informational Only:** All social media posts are designed as a one-way communication tool. Posts from the Village are for informational purposes only. **Comments, replies, or discussions on posts are disabled** to ensure clarity and efficiency in disseminating important information.
2. **No Public Comments:** Public comments or replies to any posts will not be permitted. Any attempt to comment will be automatically blocked or removed. The Village encourages residents and businesses to direct questions, concerns, or feedback through other appropriate channels (see below).
3. **Other Communication Methods:** If you need to contact the Village, please use the following methods:
 - **Village Directory:** <https://www.sugargroveil.gov/village-elected-officials-and-staff>
 - **Email:** vclerk@sugargroveil.gov
 - **Citizen Action Line:** <https://www.sugargroveil.gov/submit-a-request-for-service>
 - **In-Person Visits:** Village Hall, 160 S Municipal Drive, Sugar Grove, IL
 - **In-Person Public Comment:** All meetings of the Village Board include a public comment period.
4. **Public Information and Transparency:** While the Village does not allow comments on its social media pages, we are committed to transparency. Meeting agendas, minutes, ordinances, and other public documents are available on the Village's official website, <https://www.sugargroveil.gov/minutes-and-agendas>.
5. **Content Monitoring:** All content posted by the Village to social media is subject to applicable laws, including the Illinois Open Meetings Act and Freedom of Information Act. The Village reserves the right to delete posts that are duplicated, outdated, or irrelevant, in order to maintain the accuracy and relevancy of information.
6. **Receive Notifications:** You can subscribe to our email lists to receive newsletters and important public meeting information at <https://www.sugargroveil.gov/sign-up-to-receive-notification>.

Disclaimer: The Village of Sugar Grove social media is managed by the Village administration. This page is not a public forum and is not monitored 24/7. For emergencies, please call 911. For non-emergency situations, contact Village Hall during normal business hours.