

NLPSPA Electronics Usage Policy

Every Board Director and staff person has access to confidential and private information about the members, work, activities and assets of NLPSPA and as such is in a position of trust to respect the confidential and private nature of all information, including the content of discussions at Board of Director meetings

Purpose: In recognition of the many beneficial uses of technology in preparation for and participation in meetings of the NLPSPA Board and its various Committees, the Board of Directors will take all necessary measures to protect the confidentiality of the business of the Association during meetings of the Board of Directors and its Committees and to ensure proper and respectful meeting decorum.

Procedures:

NLPSPA is committed to efficient and environmentally friendly means of storing, organizing and accessing documentation and information related to the business of the Association.

All NLPSPA Board Directors will use laptop devices and other electronic devices for meetings of the Board and regular day-to-day Association business which shall include viewing and reviewing documents relevant to a Board or committee meeting and/or retrieving and/or researching information relevant to a Board discussion or agenda item.

In the interest of meeting decorum, Board Directors and staff may maintain access of personal electronic devices during meeting or business hours, provided:

- They are not used to knowingly transmit, receive, or store any communications that jeopardize the security of the discussions, meeting purpose, or infringe the confidentiality of the business of the Association;
- Personal devices are placed in silent, mute or vibrate mode during meetings and the member excuses him/herself from the meeting to respond to a call or message;
- If a Director or staff is expecting an important call or message during a meeting, s/he shall inform the meeting chair of the expected call interruption and exit the meeting at the scheduled time.
- Board Directors and staff shall be attentive to the business at hand and shall not engage in accessing social media, making personal calls, or sending personal text messaging or emails during meeting or business hours.

This policy is not intended to prohibit Board members from using personal electronic devices during a meeting or business, provided such use is limited to supplementing the purpose of the meeting or business or to attend to personal affairs of an urgent nature.

In committing to a respectful, inclusive and trusting meeting and business environment, the NLPSPA has an expectation of appropriate meeting etiquette pertaining to the use of all electronic devices, whether business issue or personal.

Approved Board of Directors, April 27, 2021