

Website & Social Media Policy League of Women Voters of Door County

Guiding Principles

- The LWV-DC recognizes that the website and social media sites are important communication tools.
- The website and social media shall represent the LWV's nonpartisan mission and will comply with copyright, trademark, and relevant laws.
- Content may include national, state, and local League positions as well as educational, advocacy, and action information.

Local Policies

- The LWV-DC Board shall approve all website and social media policy changes.
- The LWV-DC website and social media will be promoted throughout League communications.
- In order to maintain nonpartisanship, we do not allow endorsement or opposition of political candidates.
- Information posted must be accurate. New content that is not already approved by national, state, or local League Boards must be approved by the LWV DC President or designee as well as the webmaster or social media coordinator.
- Only the webmaster, social media coordinator, and designated alternate will have rights to enter and change the information placed on the website/social media.
- Names of officers and directors may appear on the web site and names of other members may appear on the website/social media. Any contacts to board members through the website shall use an alias to be set up by the webmaster. Exceptions might include contact information regarding events and activities.
- Contact information for the League will be included on the website/social media with the name of the President; the LWV-DC's mailing address; and LWV-DC's email address.
- A membership list of names, addresses, phone numbers and email addresses will be shared with MEMBERS ONLY and not be placed on the website or linked to social media.
- No advertising or solicitations for organizations other than League of Women Voters may appear on the website/social media. Promotion of national, state, and local League positions and events may appear on the website/social media.
- The LWV-DC website will include links to resources housed on other websites appropriate for the League of Women Voters members. Links may be provided to nonpartisan voting and election information and to official government resources. In addition, links may be provided on a temporary basis to organizations with which LWV-DC has formed a partnership or coalition. When leaving the LWV-DC website users will be informed by a disclaimer that LWV-DC has no responsibility for websites other than its own.

- Any website/social media passwords should be distributed judiciously.
- The LWV DC website and social/media will not use cookies for tracking, nor do we collect information about users. Any form data is used only to satisfy the purpose of that form.

Webmaster / Social Media Coordinator Responsibilities

- The website webmaster is responsible for working with the website vendor.
- The website and social media sites will be reviewed and updated in a timely fashion. Dated information shall be removed or archived as needed.
- The webmaster and social media coordinator will provide usage data and analysis to the Board upon request.

LWV Door County Facebook Guidelines

Following are some quick guidelines for the LWV DC Facebook page:

- LWV DC welcomes a diversity of opinions and encourages discussion of the issues on this page. News and stories from the League, ways individuals can get involved with the LWV and other general information will be posted.
- To keep the LWV DC Facebook page an open forum and make sure everyone feels comfortable participating, the following rules apply:
 - All postings are expected to be respectful of others and their opinions. LWV DC does not tolerate harassment or bullying of any kind: No graphic, obscene, explicit or racial comments or submissions that are abusive, hateful or intended to defame anyone or any organization.
 - We do not allow the use of spam.
 - We do not allow comments that suggest or encourage illegal activity.
 - The social media coordinator, LWV DC President, and designee have rights to enter and change the information placed on social media.
- Participation on the LWV DC facebook page is at the user's own risk. Individuals will be personally responsible for their comments, username, and any information provided.
- The appearance of external links on the LWV DC Facebook page does not constitute official endorsement on behalf of the League of Women Voters of Door County or its members.