

Policies and Procedures Manual © Delaware Coalition for Open Government

An affiliate of the
National Freedom of Information Coalition

Adopted 11 December 2017. Amended 10 September 2018

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DELCOG POLICIES AND PROCEDURES MANUAL

This manual was adopted on December 11, 2017. Amended September 10, 2018.

I. Definition and Objectives

A. Definition:

The Delaware Coalition for Open Government was founded in 2006 as an incorporated, nonprofit, nonpartisan organization. We may lobby, but that activity is in accordance with the limits of our 501(c)(3) nonprofit status. And although DELCOG is nonpartisan and does not support or oppose any political party or candidates, we do take a stand on public policy issues on which our membership is in agreement.

DELCOG is one of more than 40 state affiliates of the National Freedom of Information Coalition (NFOIC), headquartered at the University of Missouri. We are a coalition of journalists, lawyers, elected officials, news organizations, business owners, government employees, civic associations, and private citizens who are committed to maintaining the highest ethical standards in protecting the public's right to know, and in supporting those who believe that government of the people, by the people and for the people, should be open TO the people.

The DELCOG fiscal year shall begin on the first day of January in each year.

B. Objectives

1. DELCOG shall be promoted as an organization of influence and change both on its own as well as through informal partnerships with other good-government organizations such as the League of Women Voters, Delaware Press Association, and Common Cause.
2. Growth shall be fostered through quality programming at NFOIC's annual national FOI Summit and by providing programs at the local level that support, educate/ inform, and inspire the citizens of the state of Delaware about their right to know.

II. Restrictions

- A. Neither the name of the organization nor the names of the officers in official capacities shall be used in connection with a commercial concern, partisan interest, or individual opinion.
- B. The organization shall not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.
- C. DELCOG shall not endorse any political candidate.

- D. DELCOG shall not endorse any commercial enterprise without the approval of the board of directors.
- E. Information in the organization's membership directory shall be used only for the organization's purposes.

III. Membership

- A. Membership in DELCOG shall be open to all who believe that a government of the people, by the people, and for the people, also should be open to the people.
- B. There may be two or more NFOIC chapters within an affiliate state.
- C. Application for membership in DELCOG shall be accompanied by requisite dues for the current fiscal year, if any, and sent to the Treasurer.

IV. Meetings

- A. Board Meetings
 - 1. The board meetings shall be held at such place and time established by the board of directors.
 - 2. The annual meeting shall be held at the November board meeting at which meeting
 - a. Officers shall be elected according to the bylaws.
 - b. Appointed board members shall be named.
 - 3. The president or a delegate shall be appointed a timekeeper at the beginning of each meeting. The timekeeper will monitor speakers and alert them when the end of the allotted time approaches.
- B. General Membership Meetings, Conferences, or Workshops
 - 1. Such meetings are held at the call of the board and may include special presentations or workshops, depending on the nature of the event.
 - 2. The president handles contract negotiations, if any, for meetings or conferences with assistance from the treasurer or conference committee head if needed.
 - 3. Only the president, the treasurer or a signatory designated by the board may sign any contractual agreements on behalf of DELCOG.
- C. Making motions (see Motions and Resolutions in next section).

V. Motions and Resolutions

Delaware Coalition for Open Government, under the terms of its bylaws, is governed by the latest revision of *Roberts' Rules of Order*, except as may otherwise be provided in the Articles of Incorporation of the bylaws (Article 6, Section 6.08). The following information – largely drawn directly from *Robert's Rules* – should assist the smooth transaction of certain business to come before the assembled DELCOG membership.

A motion is a proposal that the assembly take certain action, or that it express itself as holding certain views. Business often is brought before an organization by the motion of a member or by communication to the assembly. It is *not* usual to make motions to receive reports of committees or communications *unless* there are items for action that require the organization to endorse the statement and assume responsibility for it.

When a motion is necessary:

At DELCOG board meetings, only members of the Board may introduce or second motions or vote. The presiding officer may extend the courtesy of speaking to the motion to any individual.

1. A motion is made by a member who has the floor.*
2. The motion must be seconded (if there is no second, there will be no debate or vote).
3. The question is stated by the presiding officer.
4. Debate of the question: the presiding officer will ask "Is there any discussion?" (To gain the floor, the individual shall address the presiding officer.)
 - ✓ Individuals may be recognized to speak alternately for or against the motion.
 - ✓ Individuals shall speak no more than twice on a question, the second time only after all others who desire to speak on the question have spoken.
 - ✓ The individual who presented the motion may make a closing statement only after everyone else who desires the floor has spoken.
 - ✓ The presiding officer immediately will call for a vote when no one wishes to speak on the opposing side of the pending question.
 - ✓ Individuals should "call for the question" only when they truly desire a motion to end debate. A "call for the question" is a motion unto itself that must be handled immediately and voted on. If carried, then debate on the original motion must cease and be voted upon. If not carried, debate on original motion may continue.
 - ✓ The parliamentarian shall interpret and/or advise on points of order (procedure) at the request of the presiding officer or a member who is recognized on a "point of order" motion from the floor.
5. When discussion has concluded, the presiding officer will restate the motion, call for the vote and announce whether the motion has carried or has been denied.

* When a member has gained the floor, s/he will say "I move that" (which is equivalent to saying "I propose that") and then stating the action s/he proposes to have taken. If an individual knows before a meeting that s/he will make a motion, the motion should be written on a piece of paper so that it may be read and then handed to the secretary.

If the motion is of importance or length, it should be written in the form of a **resolution**: i.e., beginning with the word "*Resolved*" (underlined or in italics) followed by a comma and the word "That" beginning with a capital "T," with the rest of the motion written thereafter. When a member wishes a resolution adopted, after having obtained the floor, s/he says, "I move the adoption of the following resolution," or "I offer the following resolution," which s/he reads and hands to the presiding officer.

When a Motion is Made

- 1) A member makes a motion: "I move that . . . "
- 2) President: "Is there a second?"
- 3) Another member seconds the motion. (If no second, there is no motion and business continues. Why? There must be more than one person who wants to pursue a proposal.)
- 4) President states the motion: "It has been moved and seconded that _____. Is there any discussion?"**
- 5) President calls on those who seem to be on differing sides of the question, giving each person who desires to speak an opportunity to do so before any member speaks a second time. If the discussion becomes repetitive, try to move toward a vote without seeming to cut off debate. The person who made the motion should be able to have the last word.
- 6) The president restates the motion (or if lengthy, ask the secretary to read the motion), then says, "Those in favor, please say 'aye'." "Those opposed, please say 'no'." Take a count if the vote seems close.
- 7) President: "The motion carries." or "The motion is denied."

**Should someone propose an amendment to the motion either after the original motion is made or during discussion of the motion, the president must ask for a second to the amendment. If there is none, discussion may continue on the motion.

If there is a second, the president must ask for discussion of the amendment. Then, restating the amendment, asks for a vote on the amendment.

If the amendment carries, discussion continues on the amended motion and the vote is taken on the amended motion.

If the amendment is denied, discussion continues on the original motion and, when concluded, back to #6.

VI. Committees

- A. The vice president will chair the programs committee. The treasurer will chair the finance committee. The president, with the approval of the board, shall appoint all other directors of standing committees.
- B. Ad hoc committees shall be created by the president to implement special projects authorized by the board or by the membership.

VII. Officials

- A. All elected officers, appointed board members, and committee heads shall be guided by the DELCOG job descriptors included in this manual.
- B. The president shall provide a summary report of the year's activities to the board at the meeting following the annual meeting. In addition, the president may request reports from other officers or committee heads.
- C. All committee heads, appointed board members and elected officers except the treasurer shall relinquish the files and records of their offices or positions to their successors by the December board meeting following elections if possible but no later than by the January board meeting following the year-end completion of their terms of office.

VIII. Elections – See page 11, DELCOG Bylaws, Article IV: Election of Officers

IX. Financial Matters

Revenue:

- A. Dues: This item to be developed should dues be instituted.
- B. Non-dues revenue: The board of directors may authorize efforts to generate non-dues revenue.
- C. Other:
 - 1. Each officer or committee head responsible for an activity that requires expenditure of funds in excess of \$200 shall submit a budget to the board for approval.
 - 2. Requests for funding of educational opportunities must be made in writing.
 - 3. The president's (or other representative's) registration fee for the annual NFOIC FOI summit shall be funded by DELCOG.

X. Official Publications

- A. The official publications of the organization shall be the DELCOG website and the DELCOG Facebook page.
- B. A membership directory will be published in a frequency and format set by the board of directors.

XI. Social Media Policy

Purpose

A. This social media policy, which is to be easily accessed by the reader on DELCOG's website, provides useful guidelines and rules to assist board members of the Delaware Coalition for Open Government (DELCOG) in posting information on social media sites. The policy governs commentary and publication on social media sites to maintain compliance with DELCOG's goals, mission statement, and bylaws, as well as to introduce FOIA topics to the public.

B. In the context of this policy, social media means any site for online publication and commentary, including without limitation, DELCOG's official website and social media networking sites such as Facebook, Twitter, LinkedIn, etc. This policy is in addition to any existing or future policies regarding the use of technology, computers, email and the Internet.

DELCOG Social Media Director

D. By virtue of the digital knowledge and technological skills required by the social media director(s), recommendations for selecting, as well as removing, the social media director(s) will be the responsibility of DELCOG's board. Any such recommendations must be approved by a majority vote of the board of directors.

E. Assistance in setting up social media accounts can be obtained from DELCOG's social media director. As a precaution, IDs and passwords will be held by the chair of the vetting committee.

Transparency, Honesty, Facts, and Social Media Quality Control

F. DELCOG believes in transparency and honesty. Honesty is paramount in social media, while dishonesty conjures disdain and a lack of credibility. Consider content carefully and use good judgement when posting. Do not post anything that is dishonest, untrue, or misleading.

G. For all intents and purposes, written commentary on a website is likely to be on the Internet in perpetuity, so prepare and be as knowledgeable as possible. Research topics thoroughly to ensure postings are factually correct, then write about what you know.

H. Speed and ease of publishing commentary and information is both an advantage and a disadvantage of social media. The time to edit or reflect must be self-imposed. Quality matters. Use a spell-checker. If in doubt about your writing, have another board member check your work. If something does not feel right, let the post sit awhile. Examine it at a later time before publishing. If you question the topic, data, or information, ask another board member to review the post.

Respect Copyright Laws

I. Respect laws governing copyright and fair use/fair dealing of copyrighted materials, including logos, trademarks, and intellectual property. Never quote more than short excerpts of others' work, and always attribute such work to the original author/source. It is good practice to link to others' work rather than reproduce it.

Preapproved Articles

J. Articles and commentary are granted preapproval for FOIA-specific articles from local, state, national, and international news sources. Preapproved, FOIA-specific articles are for educational and informational purposes to cite the value of and promote the necessity for open government. Because DELCOG is a nonpartisan organization, the content must be consistent with DELCOG's goals and mission statement to meet the standard of preapproval. Articles and commentary that do not rise to the preapproval standard must be submitted to DELCOG's Social Media Vetting Committee.

Board Member Privacy

K. Board members' identities (profiles) on personal social media sites may mention their official positions as DELCOG board members/officers and must be consistent with the appropriate DELCOG titles.

L. Privacy settings that might allow others to post information or see information that is personal on the DELCOG website should be set to limit access.

Social Media Site Conditions, Allowances, Exclusions, and Titles

M. Board members' personal social media identities, logon IDs, and user names may not use DELCOG's name without prior approval by a majority vote of DELCOG's board of directors.

N. Board members' words and actions reflect on DELCOG as a respected civic organization, as well as on all other members. All uses of social media, therefore, must follow the same ethical standards and obligations that board members otherwise would follow in print publications as well as in verbal commentary in a public venue, whether identifying themselves as DELCOG board members as an incidental mention when discussing topics unrelated to DELCOG or when writing in an official DELCOG capacity.

O. DELCOG board members are free to publish or comment on personal topics via social media but must be clear when the views and opinions expressed are their own. They are forbidden to state, imply, or suggest that they are commenting in an official DELCOG capacity or that their personal posts are official DELCOG opinion or policy.

P. Board members may disagree with a DELCOG policy, but they may not publish anything contradictory to or in conflict with DELCOG's goals and mission statement, whether on DELCOG's social media site(s) or on their personal social media site(s). This point is not meant to be an impediment to a board member's freedom of speech, but is a reminder that policy and decisions are voted on and adopted by the rules of a deliberative assembly, and board members are honor bound by decisions of the group.

Q. DELCOG is a nonpartisan organization, and its board members reflect a diverse set of customs, values, and points of view. Disagreement on controversial issues is expected and can be healthy since each side of an argument may have legitimate merit. A board member may not agree with a differing viewpoint but can respect an individual's right to his/her perspective and privacy. Board members should communicate their positions with respect by refraining from disparaging, obscene, threatening, or abusive remarks, personal attacks, or inflammatory debates.

Editing Content of DELCOG Social Media Sites

R. DELCOG reserves the right to edit, strike, or amend any misleading or inaccurate content depicted on its social media sites, including comments by members and the public audience. If a DELCOG administrator edits, strikes, or amends any content, the correction policy will be to note and explain the inaccuracy, if need be, for the sake of accuracy and transparency.

Mistakes and Errors

S. If inaccuracies about DELCOG in the media are discovered, contact DELCOG's social media director, president, or official spokesperson immediately. Mistakes and errors should be corrected as soon as possible. If an earlier post is modified, make it clear that changes have been made. If accused of posting something improper (e.g., copyrighted material or a defamatory comment), those who oversee the website and Facebook pages will be asked to remove or amend the cited post immediately to lessen the possibility of legal action.

Prohibited Content

T. Prohibited content or images on DELCOG media sites include anything derogatory, defamatory, inflammatory, pornographic, harassing, libelous, insulting, confidential, nonpublic, obscene, threatening, or abusive. For example, racial, ethnic, religious, and physical disability slurs are strictly forbidden. No posting will show unlawful behavior that might be construed as an endorsement of such behavior. DELCOG's site should demonstrate that everyone deserves respect and should be treated with dignity.

DELCOG Social Media Disclaimer

U. DELCOG does not attest to the accuracy of any article, written communication, or material on this site. Opinions by authors in any article, written communication, or material on this site are theirs alone and may not be the opinion of or conform to the mission, goals, or policies of DELCOG. Neither does DELCOG endorse any products or services that may be mentioned on this site. DELCOG shall not be liable, nor take any responsibility, for any use or action, taken or appropriated, by readers of DELCOG's site, who shall be responsible for their own actions and decisions.

XII. Bylaws

**BYLAWS OF THE
DELAWARE COALITION FOR OPEN GOVERNMENT, INC.
Adopted 26 September 2006
Revised and Amended 10 September 2018**

ARTICLE I: NAME and DESCRIPTION

1.01. The name of this organization shall be “Delaware Coalition for Open Government,” abbreviated as DELCOG.

1.02. The organization is designated a voluntary, nonpartisan, nonprofit Corporation. It is an accepted affiliate of the National Freedom of Information Coalition (NFOIC).

1.03. The corporation shall have and maintain in the State of Delaware a registered office, and a registered agent whose office is identical with such registered office, as required by the Delaware General Corporation Law. The registered office may be, but need not be identical with the principal office in the State of Delaware. Change of address of the registered office may be authorized only by the Board of Directors.

ARTICLE II: MEMBERSHIP

2.01. Membership in DELCOG shall be open to all who believe that a government of the people, by the people and for the people, also should be open to the people.

2.02. Application for membership in DELCOG shall be accompanied by requisite dues for the current fiscal year, if any, sent to the Treasurer.

ARTICLE III: BOARD OF DIRECTORS

3.01. The affairs of this corporation shall be conducted and managed by a Board of Directors, hereinafter referred to as the Board.

3.02. The number of Directors shall be determined by the Board, but at no time shall exceed 20 members.

3.03. The Board shall consist of 1) the Elected Officers, 2) the Appointed Directors, and 3) the members of the Advisory Board (when convened), which is to consist of those appointed to serve. No Director shall hold more than one elected office simultaneously

3.04. Directors, whether elected or appointed, shall serve two-year terms. In the event of a vacancy, a successor shall be appointed by the president and approved by a majority vote of the Board to fill out the existing term.

3.05. The Board shall establish such Standing Committees as it deems necessary to carry out the purposes of the Corporation. Such committees include but are not limited to: Legislation, Membership, Programs/Education, Publicity.

3.06. The Board shall be empowered to act between meetings of the organization to recommend additional policies and to make decisions necessary to expedite matters of particular importance and immediacy.

3.07. An Executive Committee of the Board shall consist of the President, the Vice President, the Secretary, and the Treasurer, who all shall be members of the Corporation Board. The Executive Committee shall exercise such powers as the Board may delegate to it, and the Board may modify the scope of such powers at any time.

3.08. Members of the Board shall receive no compensation for services rendered as such.

3.09. Any member of the Board may resign by delivering a written resignation to the Secretary.

3.10. Any member of the Board may be removed when, in the opinion of the Board, such removal is justified, by the affirmation vote of two-thirds of the entire Board at any meeting called for that purpose, provided that such member first shall have been served with written notice of the alleged justification for such action and shall have been given the opportunity to be heard at the meeting at which such vote is taken.

3.11. Any member missing three (3) regularly scheduled meetings of the Board in a fiscal year without an excused absence may be removed from the Board. In the event of such removal, the President shall give such removed member notice of removal. A removed Board member wishing to be reinstated, may request reinstatement in writing to the President within thirty (30) days from such notice, and the Board shall consider said request at its next regularly scheduled meeting or at a special meeting called for that purpose. If two-thirds of the Board members present and voting agree to such reinstatement, then the Board member shall be reinstated; otherwise, removal shall become final and the Board shall fill the vacancy as provided by these Bylaws.

3.12 The Board may authorize the employment of such salaried staff as it deems necessary and proper. The Board shall set the conditions and salaries of such employees, or it may delegate such authority to any officer or employee of the corporation.

ARTICLE IV: ELECTION OF OFFICERS

4.01. A Nominating Committee shall be appointed by the Board in odd years to function for the elections to be held in the fall of that same year prior to, and the results to be announced at, the Annual Meeting held in November. It shall be composed of at least one past president of DELCOG, the total number appointed to be three. The Committee shall present a slate of candidates for each office; other nominations may be made by written notification provided that the nominee has given written permission (letter, email, text, etc.) to be named.

4.02. A President, Vice President, Secretary, and Treasurer shall be elected to two-year terms by vote of the membership in odd years, and the term of office shall be the same as the calendar year.

4.03. The elections shall be by ballot and shall require a plurality vote.

4.04. The term of office shall be two years for all officers and shall begin in January of the calendar year following the election.

ARTICLE V: DUTIES OF OFFICERS

5.01. No officer shall serve more than three (3) consecutive terms in the same office.

5.02. The President shall preside at all meetings and shall issue all official calls for such meetings. S/he shall appoint the Directors and, where necessary, Co-directors but not the chairperson of the Nominating Committee. The President shall serve *ex officio* to all committees.

5.03. The President is empowered to call meetings of the Executive Committee. A meeting of the Executive Committee also may be called by any two other members of the Committee for the purpose of exercising the Committee's proper authority.

5.04. The President is authorized to appoint and assign duties to ad hoc committees, which the President, from time to time, deems necessary.

5.05. The Vice President shall serve as Director of Programs and shall perform the duties of the President in cases of absence.

5.06. In the event of the resignation, removal, or incapacitation of the President, the Vice President shall succeed to the office of President for the duration of the existing term. In the event the offices of both President and Vice President become vacant or the office holders become incapacitated at the same time, the Board shall fill both offices by a majority vote.

5.07. The Secretary shall take the minutes of all meetings of DELCOG and meetings of its Board.

5.08. The Treasurer shall receive and deposit all monies belonging to DELCOG; disburse funds only upon receipt of original bills accompanied by properly executed vouchers; keep an itemized accounting of receipts and disbursements, and present written reports to the Board at each meeting; present at the annual meeting an informally, independently audited report and place it on file with the secretary for inclusion in the minutes of that meeting; furnish such bond as the Board may require, the cost to be defrayed by DELCOG.

5.09. The Parliamentarian shall advise the presiding officer on questions of parliamentary law and procedure, thus helping to safeguard the rights and privileges of all members equally, and to help transact the business of DELCOG legally and efficiently. The Parliamentarian may vote upon any and all questions.

5.10. Each officer responsible for an activity that requires expenditure of funds in excess of \$200 shall submit a budget to the Board.

5.11. Each officer shall relinquish all files and records to his/her successor at the December board meeting following the election.

ARTICLE VI: MEETINGS OF THE DIRECTORS

6.01. Regular meetings of the Board shall be held at such place and times as established by the Board. Special meetings shall be held whenever called in writing (letter, email, text, etc.) by the President or by one-third of the Board. The Board shall keep minutes of its meetings and a full account of its transactions.

6.02. Notice in writing (letter, email, text message, etc.) of the place, date and time of every Regular and Special meeting of the Board shall be given no less than three days before the date set for the meeting.

6.03. A majority of the members of the Board at Regular or Special meetings shall be necessary and sufficient to constitute a quorum for the transaction of business at every meeting of the Board. If at any meeting there is less than a quorum present, a majority of those present may, without notice, adjourn the meeting until a quorum is present.

6.04. Board meetings also may be conducted using electronic means of communication (e.g. Skype, Zoom, conference call, etc.) as long as all Board members have been notified at least three days in advance, arrangements for participation have been made to be inclusive, and a quorum is expected to participate.

6.05. Any member of the Board may give his/her proxy to any other member of the Board, providing such proxy is given in writing and presented at the board meeting. The proxy will be good only for the specific meeting noted in the written statement. Although the proxy may be used in obtaining a quorum and in voting on questions coming before the Board, the Board member issuing the proxy will be counted as being absent unless physically present at the meeting.

6.06 To facilitate prompt decision making between Board meetings when delay seems inadvisable, an electronic vote of Board members may be taken using the following procedure: (a) the President deems a prompt decision is necessary; (b) sufficient background information is supplied to Board members to enable them to cast an informed vote; (c) Board members must send their electronic yea or nay vote to all Board members; (d) a majority of the Board must vote affirmatively for the proposed action to be approved; (e) Board members who do not have access to electronic mail must be polled by telephone or in person with background information having been supplied; (f) the vote, either yea or nay, shall be re-affirmed for recording purposes in the minutes, at the next Board meeting.

6.07 Except as otherwise provided in the Articles of Incorporation, all meetings of the Corporation shall be held in accordance with the latest revision of Robert's Rules of Order.

6.08 All meetings of the corporation shall be open to the public, except as provided herein. The Board may hold a closed session during any Regular or Special Meeting. The purpose of such a closed session having been stated, a majority of the members of the Board must vote in open session to close the meeting. The vote shall be recorded in the minutes. Closed session may be held only for discussion of corporation business and all voting on corporation business must take place in open session, and the results of such voting shall be recorded in the minutes. Every effort should be made to identify the need to hold a closed session in advance of the meeting and to so indicate on the meeting notice. The board may hold a closed session to discuss the following: (a) personnel matters; (b) potential or actual property transactions; (c) pending or potential matters of litigation; (d) bona fide and lawful charitable contributions when anonymity has been requested by the contributor; (e) removal of officers, board members or committee members; and (f) such other confidential matters that the board determines, upon advice of counsel, warrant discussion in closed session.

ARTICLE VII: MEETINGS OF THE GENERAL MEMBERSHIP

7.01. General membership meetings of DELCOG shall be held at such times agreed to by the board. Notice of time and place of such meetings is to be issued by the President at least two weeks in advance.

7.02. Special meetings of the DELCOG membership may be called by the President or by any three members of the Board, at least ___ days' notice having been given.

7.03. The Annual Meeting shall be held in conjunction with the November meeting of the Board.

7.04. Ten members shall constitute a quorum in order that business legally can be transacted at regular business meetings of the general membership.

ARTICLE VIII: PURPOSE

8.01. The purpose of this corporation shall be as set forth in the DELCOG Mission Statement: The Delaware Coalition for Open Government is committed to promoting and defending the people's right to transparency and accountability in government. We serve as a resource through education and advocacy, and we work to strengthen Delaware's Freedom of Information Act and its application.

ARTICLE IX: MISCELLANEOUS

9.01. The fiscal year of this corporation shall begin on the first day of January in each year.

9.02. All checks and notes of this corporation shall be signed by such officers, employee, or employees as the Board shall from time to time designate. No checks shall be signed in blank.

9.03. No Director of the corporation shall be personally liable to the corporation for monetary damages for an act or omission in the Director's capacity as Director, except that this paragraph does not eliminate or limit the liability of Director for (1) a breach of a Director's duty of loyalty to the corporation, (2) an act or omission not in good faith or that involves intentional misconduct or a knowing violation of the law, (3) a transaction from which a Director received an improper benefit, whether or not the benefit resulted from an action taken within the scope of the Director's office, (4) an act or omission for which the liability of a Director is expressly provided for by statute, or (5) an act related to an unlawful corporate distribution. Neither the amendment nor repeal of this paragraph shall eliminate or reduce the effect of this paragraph in respect of any matter occurring, or any cause of action, suit or claim that, but for this paragraph, would accrue or arise, prior to such amendment or repeal. If the Delaware General Corporation Law is hereafter amended to authorize corporate action further eliminating or limiting the personal liability of Directors, then the liability of a Director of the corporation shall be eliminated or limited to the fullest extent permitted by the Delaware General Corporation Law, as so amended from time to time.

9.04. The corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (whether or not by or in the right of the corporation) by reason of the fact that he is or was a Director, officer, employee or agent of the corporation, or is or was serving at the request of the corporation as a Director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding to the fullest extent permitted by either (1) any applicable law in effect on the date of incorporation or (2) any law which becomes effective during the existence of the corporation and which is applicable to it, including, but not limited to, and in accordance with the Delaware General Corporation Law, as such law now exists or may hereafter be amended.

ARTICLE X: IRREVOCABLE DEDICATION, DISSOLUTION, AND REVERSION

10.01. DELCOG is a not-for-profit corporation. The property, assets, profits, and net income of the corporation are irrevocably dedicated to charitable purposes, and no part of the profits or net income shall inure to the benefit of any officer or member thereof.

10.02. Should the corporation cease to act and be dissolved, its property and assets then remaining shall be paid over to and become the property of a charitable organization voted upon by the Board.

ARTICLE XI: AMENDMENTS

11.01. Any member of the organization may propose an amendment to repeal or change any provision contained in these Bylaws or to add new provisions at any meeting of the Board at which notice of the substance of the proposed amendment shall have been given with the notice of the meeting, provided that such notice shall have been given not less than ten (10) or more than forty-five (45) days in advance. Such amendment (repeal, change, or addition) shall become effective upon approval thereof by action of a two-thirds majority vote of the Board, except that there shall be no provision herein that would be contrary to the purpose of this corporation as set forth in Article THIRD of the Articles of Incorporation.

Adopted by the Board of Directors of the Delaware Coalition for Open Government, Inc. this 26th day of September, 2006. Amended on 3 August 2009. Amended on 12 September 2011. Amended on 10 September 2018.

Attest: Nick Wasileski

Title: President

XIII. Job Descriptors



Delaware Coalition for Open Government President Job Description

The DELCOG president is responsible for:

- Presiding over all meetings of Delaware Coalition for Open Government board of directors and the general membership. In the event of absence, the organization vice president will run the meeting at the president's request.
- Developing and circulating an agenda for each board meeting.
- Serving as chief spokesperson for the organization with members of the media unless someone else is appointed to be the organization's official spokesperson.
- Appointing directors and co-directors of key DELCOG committees with the approval of the Board.
- Serving as a member *ex officio* of all committees except the nominating committee.
- With the officers and other members of the Board of Directors, developing goals, measurable objectives, and an agenda of priorities for the organization.
- Working with the organization's liaison to the National Freedom of Information Coalition to keep abreast of activities and opportunities at the national level.
- Seeking meetings with public officials on behalf of the organization, when deemed necessary by the board and representing the organization at those meetings.
- Forging good relations with other good government groups in Delaware.



Delaware Coalition for Open Government Vice President Job Description

The DELCOG vice president shall be the organization's Director of Programs and will develop a schedule of meetings, speakers, panel discussions and the like for the purpose of educating and supporting the public in an effort to understand the Freedom of Information rights of citizens in the First State and to know what our state and local governments are doing. Tasks will include:

- Recruiting and leading a committee to organize presentations for DelCOG meetings. Programs may include—but are not limited to—speakers, panel discussions, media presentations, or exhibits. The Program Committee also may plan additional special programs such as conferences and symposia.
- Recruiting an appropriate speaker and working with the Events Coordinator to secure a location for each meeting at which there is to be a program. Both speaker and location must be free or at low cost due to DelCOG's somewhat limited income. However, speakers have been reimbursed for transportation when coming from a distance and have been given small gifts such as books as tokens of appreciation; these gifts are purchased by the Program Committee with DelCOG funds. The DelCOG Annual Meeting typically is held in November or December depending on availability of speaker(s).
- Working with the Events Coordinator to plan receptions or dinners that proceed or follow most meetings.

The vice president also is responsible for:

- Attending all meetings of the Delaware Coalition for Open Government board of directors and the general membership.
- Running any meeting that the organization president is unable to attend because of illness or schedule conflict.
- Working together with the organization president and the board of directors to develop a set of goals, measurable objectives, and an agenda of priorities for the organization.
- Serving as spokesperson for the organization with the media in the event the president (or appointed spokesperson, if any) is not available.
- Performing other special duties as assigned by the organization president.



Delaware Coalition for Open Government Secretary Job Description

The DELCOG Secretary is an officer of the board and is responsible for:

- Attending all meetings of the Delaware Coalition for Open Government board of directors and general membership.
- Taking and transcribing minutes at both general membership meetings and at board meetings.
- Providing copies of transcribed minutes to the President and other board members for approval.
- Maintaining copies of all minutes in the official Minutes Book, along with other business documents or records, such as the Treasurer's Report, that are filed with the Secretary.
- Maintaining a list of the current membership: 1) to determine if a quorum is present at any given meeting, and 2) to determine if those seeking to address the board or the membership are members of the organization.
- Performing other duties assigned by the President. [There generally aren't any other than an occasional note, e.g., a few words of thanks to a speaker, a sympathy card, etc.]

Note: See next page for detailed information on duties of the secretary.

DELAWARE COALITION FOR OPEN GOVERNMENT DUTIES OF THE SECRETARY

1) The job of the DelCOG secretary is to:

- Take the minutes of all general membership meetings and board meetings.
- Provide copies of the minutes to officers and board members as directed by the president. We send them by email and ask for any additions or corrections.
- Make a copy of the agenda for each member at general membership and board meetings.
- Keep the president on track with the agenda during the meeting.
- Have a back-up to serve as acting secretary should the secretary be absent from any meeting.
- Assist the president and program VP with correspondence.

2) At each meeting the secretary should:

- Verify that there is a quorum (see a current copy of the bylaws to determine the number needed) in order to conduct business and to take a vote if needed.
- Note the names of those present at and those absent from board meetings in the minutes. It is the secretary's choice to have a checklist or to pass a sign-up sheet.
- Record the exact time the meeting begins and the exact time the meeting is adjourned.
- At the end of each meeting, prior to adjournment, be sure that a date is set for the next meeting.

3) The secretary should have at each meeting:

- The minutes book, which should contain:
 - ✓ Minutes of all previous general membership meetings and board meetings.
 - ✓ A current membership list.
 - ✓ A copy of the current bylaws.
 - ✓ Treasurer's reports on file for audit.
 - ✓ Pen and paper (and a tape recorder if desired) for taking minutes of the current meeting.
- A copy of *Robert's Rules of Order*.

4) Other duties of the secretary:

- Receive, count, and report results of mail-in ballots.

Notes and Suggestions:

- When the minutes are addressed at the beginning of each meeting, the president will ask, "Are there any additions or corrections?" If none (and if e-mailed prior to the meeting), the secretary need only record, "The minutes were approved as submitted." If there are additions or corrections, note them. When satisfied that there are no further additions or

corrections, the president will say, “The minutes stand approved as corrected,” and the secretary will write, “The minutes were approved as corrected,” without specifying what any correction were. Corrections based on the notes should be made in the original file and the corrected minutes kept in the minute book. It is not necessary to note what the corrections were.

- Put date and type of meeting (General Membership Meeting or Board Meeting) on each page of the minutes and number the pages (p. 2 of 3, p. 3 of 3).
- When taking notes, keep in mind that minutes are a record of what was done at a meeting, not a record of what was said. Sometimes it is good to record the main points of any report or discussion, but it is advised not to record every minute detail or every comment made.
- If it is known before any given meeting that there will be an item for action, especially if it is lengthy or complex, ask that the person who will be making a motion write the motion on a piece of paper to be given to the secretary to ensure accuracy of the wording.
- The simplest, clearest way to record a motion in the minutes is to write: It was moved by _____ and seconded by _____ that “put the text of the motion here and in quotation marks.” If there is lengthy discussion, the president may ask the secretary to read the text of the motion before calling for the question. If there is a motion to amend the motion on the floor, the motion to amend must be seconded and then voted on if it has been seconded. Then the main motion may be discussed and a vote taken.
- Keep the final version of the minutes transcribed from the notes taken at the meeting to two typewritten pages if possible. This is the time to distill discussion. Any tapes from recorded meetings should be retained.
- When the minutes have been transcribed, write:

Submitted by,

Jane Doe (your signature)

Jane Doe, Secretary



Delaware Coalition for Open Government Treasurer Job Description

The DELCOG treasurer is responsible for:

- Attending all meetings of the Delaware Coalition for Open Government board of directors and the general membership.
- Receiving and depositing all monies belonging to DELCOG.
- Disbursing funds only upon receipt of original bills accompanied by properly executed vouchers.
- Keeping an itemized accounting of receipts and disbursements.
- Making all tax payments and/or IRS filings, e.g., payment of annual corporation filing fee, 990-EZ filings and all other payments and filings that enable the organization to maintain its 501(c)(3) non-profit status.
- Providing copies of a Treasurer's report to the President, to the Secretary to file in the official Minutes Book, and to other board members for approval at each meeting.
- Presenting at the board meeting following the annual meeting in even years an audited report and placing it on file with the secretary for inclusion in the minutes of that meeting.
- Keeping a record and notifying the membership director and the executive director of all dues renewal payments. Note date and type of payment and amount.
- Notifying membership director of all new members. Send all information: name, address, contact information, job title/employer, etc.
- Furnishing such bond as the board of directors may require. the cost to be defrayed by DELCOG.



DELAWARE COALITION FOR OPEN GOVERNMENT
EVENTS COORDINATOR HANDBOOK

10 PAGES

Planning Logistics for DelCOG Events

General Membership Meetings

Workshops

Symposia

Conferences

**DELAWARE COALITION FOR OPEN GOVERNMENT
EVENTS COORDINATOR**

Table of Contents for this 10-page Events Handbook

• Events Coordinator Job Description	2	(24)
• Event Organization Chart (expandable)	5	(27)
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Delaware Coalition for Open Government Events Coordinator Job Description

The DELCOG Events Coordinator is to:

- Attend all meetings of the board and general membership.
- Work with the program director to determine a suitable venue for any events – general membership meetings, lectures, panel discussions, etc. and make the arrangements for the venue: seating, podium and microphone if needed, food (if any).

This means assessing places that are

- Of sufficient size.
 - Fairly centrally located.
 - Reasonable in cost or free.
 - Have handicap access (preferably no steps to enter the venue).
 - Have A / V capability.
 - Have a large well-lit parking lot.
 - Open to serving food or light refreshments, whether provided by DPA or by the venue.
- Present the possibilities to the board for approval of one of them.
 - Make arrangements with the approved venue well in advance (several months out) for
 - Date and time.
 - Seating (number and set-up).
 - Additional tables/chairs (registration, displays, etc.).
 - Small wastebasket (always good if name tags are involved).
 - Audio/video requirements (podium, microphones, LCD projector, laptop, etc.).
 - Food and beverages (work out details of who will provide food and beverages if not paying the venue to provide refreshments).
 - Any other things particular to special events.
 - Payment (also notify treasurer of amount for room deposit and for final payment)
 - Determine whether there will be an honorarium for the speaker, and if so, how much. At minimum plan for a small speaker's gift when appropriate.
 - Contact the venue a week to ten days before the event takes place to confirm all details and, if there is to be food, confirm the number attending.

- Recruit and lead a committee (if needed) to organize a planned activity. Many of these jobs could be delegated to a committee person.
 - Take reservations to track members and non-members who have signed up and, if there is a fee, those who have paid and those who will pay at the door.
 - Provide name tags – either blank name tags and Sharpie pens OR printed name tags with DPA logo on them (recruit someone who has a computer program/skill to print them).
- Oversee the registration table / taking admission at events. Greet guests as they arrive, have them sign in (depending on nature of the event) and check them off the registration list. Especially if there is a fee, ask the treasurer to help with this job.
- Check with the publicity director to see that arrangements have been made to photograph / video / record / tweet from the event
- If need be, have speaker(s) or panelists sign a release giving permission to be quoted, taped, videoed, etc.
- In the event of a panel discussion, make tent name signs to place before each speaker. Whoever makes the board name signs and/or the name tags could do this.
- Work with the programs director to provide details of each program, including directions to the venue (often directions and a map to a venue can be found on the venue's website) for the director of publicity for use in e-mail messages to DELCOG members as well as for press releases and flyers.
- Provide a copy of the registration list to the treasurer before the start of each meeting to use as a check-off list.
- Present any receipts from expenditures for the event to the treasurer.
- Send a thank you note or make a follow-up phone call to the venue event manager.
- Send a thank you note to the speaker (or ask the secretary to do so).
 - Very occasionally plan a project or program for DPA that goes beyond the scope of regular DPA meeting programs. In most cases a program director will be in charge of the meeting topic / speaker plan, and the event coordinator will help with the logistics as described above. Special projects may include conferences, symposia, seminars or workshops, special speakers, panel discussions, exhibits, etc.

Delaware Coalition for Open Government Event Planning Form

Date:	
Time:	
Number of people:	
Location:	
Budget:	
Caterer:	
Contracts:	Date contract was signed & returned: Being sent: Being reviewed: Being negotiated:
Admission:	Are one, two or three people needed? Cash box
Awards & details:	
Beverages:	Cash bar or included, details
Centerpieces:	
Easels:	
Favors:	
Food:	
Format:	
Flowers:	
Handouts:	
Insurance:	
Invitations:	
Linens:	
Music:	
Name tags & place cards:	
Photographer:	
Speaker or panel & A/V requirements:	
Tables & Chairs:	
Valet, if necessary:	
Miscellaneous:	

Venues

Deerfield Golf & Tennis Club

507 Thompson Station Road

Newark, DE 19711

302-368-6640 x 1214 (Stephanie Barnes – sbarnes@deerfieldgolfclub.com)

<http://www.deerfieldgolfclub.com>

DuPont Country Club

Rockland & Black Gates Roads

Wilmington, DE 19803

302-654-4435

<http://www.dupontcountryclub.com>

Ed Oliver Golf Club

800 N. DuPont Road

Wilmington, DE 19807

302-571-9041

<http://www.edolivergolfclub.com/Wilmington-Delaware-Weddings-Banquets.html>

Kid Shelleen's

801 W. 14th Street

Wilmington, DE 19806

302-658-4600

<http://www.harrys-savoy.com/kidshelleens.asp>

Klondike Kate's

158 E. Main Street

Newark, DE 19711

302-737-6100

<http://www.klondikekates.com>

New Castle County Libraries (Free)

Brandywine Hundred Library (M, Tu, W, F 10–9 ; Sat 10-5; Sun 1-5; Closed Th)

1300 Foulk Road

Wilmington, DE 19803

302-477-3150

Hockessin (M, Tu, W 10–9; F, Sat 10–5; Sun 1 – 5; Closed Th)

1023 Valley Road

Hockessin, DE 19707

302-239-5160

New Castle Public Library (M, Tu 10–9; W, Th 2–9; F, Sat 10–5; Closed Sun)

414 Delaware Street
New Castle, DE 19720
302-328-1995

Kirkwood Public Library

6000 Kirkwood Highway
Wilmington, DE 19808
302-995-7663

Woodlawn (M, Tu, W 10–9; Th, Sat 10–5; Sun 1–5; Closed F)

2020 W. Ninth Street
Wilmington, DE 19805
302-571-7425

University & Whist Club

805 N. Broom Street
Wilmington, DE 19805
302-658-5125 x 103 (Margaret Reilly – mreilly@universitywhist.com)
<https://www.universityandwhistclub.com/default.aspx>

University of Delaware www.udel.edu/conferences

Clayton Hall

100 David Hollowell Drive
Newark, DE 19716
302-831-2626 (Lea Asti – astil@udel.edu)

Kent County Levy Court

555 S. Bay Road
Dover, DE 19901
(302) 744-2305

Directions to Venues

Deerfield Golf & Tennis Club, 507 Thompson Station Road, Newark

Map and detailed directions:

<http://www.deerfieldgolfclub.com/custom.asp?id=945&page=53652>

DuPont Country Club, 1001 Rockland Road, Wilmington

Map and detailed directions: <http://www.dupontcountryclub.com/Directions>

Ed Oliver Golf Club, 800 N. DuPont Road, Wilmington

From Route 52 (Kennett Pike): turn onto DuPont Road, immediately north of the A. I. Du Pont Middle School. Ed Oliver Golf Club is on the left in ½ mile.

From Route 141, turn onto Route 48 E. (Lancaster Avenue), heading toward Wilmington: In 1 mile, at the light by the Charter School of Wilmington, turn left onto Dupont Road. Ed Oliver Golf Club is on the right in ½ mile.

Map and detailed directions: <http://www.edolivergolfclub.com/Ed-Oliver-Directions.html>

Kid Shelleen's, 1801 W. 14th Street, Wilmington

From Pennsylvania Avenue (Route 52) heading south into Wilmington, turn left onto Union Street (if heading north out of the city, turn right onto Union). Go approximately half a block and turn right onto Liberia Street (if you reach the stop sign at 14th Street, you've gone too far). Liberia Street will take you straight into the parking lot. If the lot is full, there will be ample free parking on adjacent streets.

Klondike Kate's, 158 E. Main Street, Newark

From Wilmington: Take Kirkwood Highway (Route 2) south to Newark. Follow onto E. Main Street. Cross Chapel Street and look for the building on the right at the corner of E. Main and Choate streets. Parking on street and in nearby city parking lots.

From the north or south on I-95: Take the Route 896 Exit onto S. College Avenue. Turn right on Delaware Street, then left on Chapel. Turn left onto E. Main and the restaurant will be on the right at the corner of E. Main and Choate. Map:

<http://maps.google.com/maps?oi=map&q=Klondike+Kate%27s+Restaurant+%26+Saloon,158+E+Main+St,Newark,DE,US,19711-7308>

NEW CASTLE COUNTY PUBLIC LIBRARIES

Brandywine Hundred Library, 1300 Foulk Road, Wilmington

The Brandywine Hundred Library, located just north of the intersection at Foulk and Shipley roads, is in Tally Day Park between Foulk Manor North and St. Paul's United Methodist Church.

Map to the Brandywine Hundred Library: <http://www.friendsbhl.org/graphics/BHLMMap.htm>

Large, well-lighted parking lot.

Hockessin Public Library: 1023 Valley Road, Hockessin 19707

From Route 141, turn onto the Lancaster Pike (Route 48 N.). Turn left if you're coming from I-95, Newport; right if coming from Wilmington, Concord Pike. Go 6 miles to Valley Road (just past the traffic light at Yorklyn Road) and turn left. The library, at 1023 Valley Road, will be on your left in a tenth of a mile.

From Newark, go west on E. Main to N. College Ave. Turn right, and in 0.2 mi., turn right onto Cleveland. In 0.4 mi., turn left onto Paper Mill Road and travel 5.6 mi. to Limestone Road (Route 7 N.). Turn left and take Limestone Road 1.8 mi. to Valley Road. Turn right and watch for the library on your right, at 1023 Valley Road, in just over a mile.

New Castle Public Library, 424 Delaware Street, Old New Castle 19720

Take Route 141 South (Basin Road) through Newport, past the New Castle County Airport and across Route 13 (DuPont Highway). Turn left at the light at Delaware Street/DE 273. In half a mile, make a slight right on Delaware Street. The library, at 424 Delaware Street, will be on your right in .2 mi., just past Fifth Street. There is a parking lot at the library. If the lot is full, you may park on adjacent streets.

Woodlawn Public Library, 2020 W. Ninth Street, Wilmington 19805

From Pennsylvania Avenue (Route 52), turn onto Union Street (turn right if heading toward Wilmington, left if driving north out of the city), travel 4 or 5 blocks to 8th Street and turn right. After crossing Bancroft Parkway (both streets), take the first right turn directly into the library's parking lot.

University & Whist Club, 805 North Broom Street, Wilmington 19805

From Pennsylvania Avenue (Route 52) heading south into Wilmington, turn right onto Broom Street (if heading north out of the city, turn left onto Broom). Landmark: The Church of the Holy City is on the SW corner of Pennsylvania Avenue and Broom Street. After the turn onto Broom, go past Padua Academy (on right) to the next stop sign. Cross through the intersection and turn right into the University & Whist driveway (on the corner of 9th & Broom).

There is a parking lot at the club (to the left and to the rear), as well as free on-street parking on adjacent streets should the lot be full. For a small fee, valet parking is available at the front door, and there is a handicap access ramp into the club from the parking area at the rear of the building.

University of Delaware**Clayton Hall Conference Center, 100 Pencader Way, Newark, DE 19716**

For map & directions: <http://www1.udel.edu/conferences/locations/wilmington.html>

Kent County Levy Court, 555 Bay Rd, Dover, DE 19901

Located Rt-113 Across from the Blue Hen Corporate Center

Committees for Events

You may want to have others help with (be responsible for) various aspects of the job. There are a number of willing people who like to help with these things.

- Taking reservations.
- Preparing the registration lists for use at event.
- Printing name tags (and place cards for banquet-type events) for those who have registered. Blank name tags and Sharpie pens will be in cash box for anyone whose name tag may be incorrect or for anyone who shows up unexpectedly.
- Working the registration table at events:
 - Set up name tags and place cards
 - Greet the guests
 - Check guests off on registration lists provided
 - Collect cash from those who have not yet paid
 - Keep track of cash box and count cash at end (the treasurer could do this)
 - Give a receipt (in cash box) to anyone who needs one
- Preparing simple centerpieces for the awards banquet if none provided by venue.
- Collecting place cards from tables at the end of the event (this saves on work, time and materials when preparing for the next event).
- Picking up any program booklets left on the tables at the awards banquet.



Delaware Coalition for Open Government NFOIC Liaison Job Description

The DELCOG NFOIC Liaison is responsible for:

- Attending all meetings of the board and general membership.
- Assisting the DELCOG President by serving as the link between the Delaware Coalition for Open Government and its national organization, the National Freedom of Information Coalition, to keep abreast of activities and opportunities at the national level.
- Becoming familiar with NFOIC's priorities that provide strategic direction for NFOIC and FOI state coalitions to address challenges and solutions for each branch of state and local government.
- Receiving and acting on e-mail correspondence from NFOIC.
 - ✓ respond to requests for information about DELCOG from NFOIC.
 - ✓ forward pertinent NFOIC information to various DELCOG board members.
 - ✓ contact NFOIC on behalf of DELCOG with requests for information.
- Working with the DELCOG Membership Director to promote the benefits of NFOIC membership and to encourage NFOIC membership (this can be done by an occasional announcement at a general membership meeting, an eblast to the membership, or a blogpost on the website).
- Attending the NFOIC annual national FOI Summit if possible and encouraging DELCOG members to attend also.
- Providing copy to the website director about NFOIC opportunities and activities (e.g., grants for projects or programs, the annual FOI Summit).



Delaware Coalition for Open Government Parliamentarian Job Description

The DELCOG Parliamentarian (usually the immediate past president) is responsible for:

- Attending all meetings of the board and general membership.
- Ensuring that each meeting is run according to Robert's Rules of Order, Newly Revised. Have a copy on hand at each meeting should there be a question of procedure on any given matter.
- Keeping an eye on the agenda to ensure that it is followed. Notify the president if there is a deviation from the written agenda.
- Keeping order at the meetings. If a discussion becomes noisy and several people are speaking at once, the parliamentarian will get the proceedings back on track by saying loudly enough to be heard by everyone: "May we please have order."
- Ensuring affiliate compliance with NFOIC bylaws in order to maintain affiliate status.
- Providing a copy of the Motions and Resolutions document* to each board member at the beginning of each new term of office and going over the information therein to ensure that all board members understand procedure.

*See Policy and Procedures Table of Contents for Motions and Resolutions.



Delaware Coalition for Open Government, Publicity Director Job Description

The DELCOG Publicity Director is responsible for:

- Attending all meetings of the board and general membership.
 - Take photos or arrange photography for the website at general membership meetings and special events.
 - Compose captions for selected photos with accurate subject identifications.
- Suggesting media features and publicizing certain meetings/workshops/events of the organization when appropriate. Execute publicity opportunities.
- Sending out newsworthy releases to national, state and local communications media on the organization's elections, awards, programs, actions and personalities such as:
 - Election of officers
 - Meetings of general interest when there is a speaker or a panel discussion.
 - The Elected Officials Reception (early December in even years).
 - Open-government awards or honors given by DELCOG or received by DELCOG members.
 - A release on DELCOG nominee for Open Government Hero of the Fifty States

Releases also should be sent to our contacts in local good-government organizations or those with related interests (e.g., League of Women Voters, Delaware Press Association, Common Cause) – request their point person send it on to their members.

Releases also could be posted on our website, and any blogs that you might write easily can be posted there as well.

- Keeping copies of all announcements, correspondence, press releases, and reporting results at board meetings.
- Reporting to board on activities at board meetings.
- Working with our website, social media and Facebook board members to plan what should be covered.

Notes: There are a few good photographers who usually attend our public events (e.g., Lynn Maniscalco and Jim Smigie) so we're never at a loss for someone to take photos if need be. You most likely would have access to a lot of good pictures whenever you might want/need one for PR purposes. And who doesn't have a phone with a camera anymore? Plus, not every event demands a photographer.

In a usual year, the job wouldn't require more than a handful of press releases or media advisories (3 or 4 max) – plus whatever else you might wish to do.



Delaware Coalition for Open Government, Social Media Director

Job Description

The DelCOG Social Media Director will be responsible for:

- Attending meetings of the board and general membership to make reports when necessary.
- Having the digital knowledge and technological skills necessary to work with the members of the DelCOG social media vetting committee and the DelCOG social media committee heads – website, Facebook, Twitter, LinkedIn, as well as any photo galleries (e.g. Flickr, Instagram, etc.) to which members may link – to set up, organize, administer, and/or maintain the organization’s social media sites.
- Knowing and abiding by the tenets of DelCOG’s Comprehensive Social Media Policy (see XIV Social Media Policy, p. 33), especially in regard to:
 - written content: articles, blog posts, general information
 - visual content: photographs, videos, etc.
 - audio content: mp3 and mp4 broadcasts
- Ensuring that each DelCOG SM site conveys accurate information about DelCOG, its members, its activities, and its programs.
- Reporting to the board on recent SM activity: number of Facebook and Twitter followers and any increase over previously reported numbers.

XIV. Amendment

- A. This Policy and Procedures Manual may be amended by a majority vote of the board of directors except in specific areas that are noted to be the domain of the general membership, the president, or a specific officer or committee head.
- B. No policy or procedure shall be in conflict with the DELCOG Bylaws.