

**OUR LADY OF THE WAYSIDE WEBSITE COMMUNICATIONS MINISTRY
POLICIES AND PROCEDURES
April 2004**

I. MEMBERSHIP POLICY

- A. Members can serve indefinitely but must be active.
- B. To be considered active, members must be currently participating in the work of the Website Ministry.
- C. Members can be invited or can volunteer.
- D. Ex officio members are appointed by the Pastor.
- E. Members are expected to conduct themselves in a manner that is respectful of other members of the ministry, other parishioners and staff members; and honors the teachings of Our Lord Jesus Christ and that of the Roman Catholic Church.

II. PROCEDURE FOR ELECTING OFFICERS

- A. Election of officers will be conducted annually within 14 months of the last election.
- B. All nominations must be solicited at least one month before the election.
- C. All elections will be conducted by secret ballot.
- D. A valid election will consist of a quorum of the currently active members of the Website Ministry.
- E. Election of the Chairperson
 - 1. The current Chairperson will solicit nominations for the next Chairperson from the currently active members of the Website Ministry.
 - 2. To be elected the nominee must receive at least a simple majority of votes of those voting.
 - 3. If a simple majority is not received by any nominee in the first ballot then a second ballot is taken of the top two vote getters. The nominee receiving the most votes, after this second ballot, will be elected.
 - 4. The Chairperson-elect must be approved by the Pastor.
- F. Election of the Vice Chairperson/Secretary and the Webmaster
 - 1. Nominations for each will be made by the currently active members of the Website Ministry.
 - 2. Nominees receiving the most votes will be elected to the respective positions.

III. MEETING PROCEDURES

- A. All meetings must have a meeting purpose and the Chairperson must be notified of any meetings.
- B. All meetings must always have an agenda that is provided to participants before the meeting.
- C. A scribe must be appointed at every meeting to document minutes or notes of the meetings.
- D. Submit all meeting documentation to the Vice-Chairperson/Secretary within 1 week of the meeting.

IV. PROJECT MANAGEMENT PROCEDURES

- A. All changes, modifications, or updates to the functionality of the website or e-mail system must be documented in the overall website project plan. This does not pertain to content updates.

V. CONTENT MANAGEMENT PROCEDURES

- A. No content will be published on the website or e-mail without the approval of the parish staff delegate acting as the website's chief content editor.
- B. Other procedures are to be developed by the Content Management Team within 1 year of adoption of these policies and procedures.

VI. VENDOR MANAGEMENT PROCEDURES

- A. No member can provide a business commitment on behalf of the Parish or Archdiocese under any circumstances.
- B. Other procedures are to be developed by the Executive Team within 1 year of adoption of these policies and procedures.

VII. USER PRIVACY POLICY

- A. The website, e-mail system, and all other electronic information collection systems used by the Website Ministry will be subject to this User Privacy Policy that shall respect and protect the privacy of our users.
- B. The Website Ministry will not collect personally identifiable information about individuals except when such individuals specifically provide such information on a voluntary basis.
- C. Personally identifiable information on individual users will not be sold or otherwise transferred to unaffiliated third parties without the approval of the user at the time of collection.
- D. The Website Ministry, with the prior approval of the Pastor or his delegate, may disclose user information in special cases when we have reason to believe that disclosing this information is necessary to identify, contact or bring legal action against someone who may be causing injury to or interference with (either intentionally or unintentionally) the Parish or Archdiocese of Chicago rights or property, other system users, or anyone else that could be harmed by such activities. The Website Ministry may disclose user information, with the prior approval of the Pastor or his delegate, when we believe in good faith that the law requires it.
- E. The Website Ministry may perform statistical analyses of user behavior and characteristics in order to measure interest in and use of the various areas of the site and to inform the Parish, other Ministries and Commissions of such information.
- F. Users should be made aware that non-personal information and data may be automatically collected through the standard operation of the Internet servers used by the website system or through the use of "cookies." If a user does not want information collected through the use of cookies, they should configure their browsers to deny the cookie feature.

VIII. ADOPTION AND AMENDMENTS POLICY

- A. A quorum shall consist of two-thirds of the number of active members of the group in which the quorum is required.
- B. Policies are adopted and may be amended by a two-thirds vote of the quorum of current Website Ministry members and the approval of the Pastor (or his delegate).
- C. Procedures are adopted and may be amended by a simple majority of the quorum of current Website Ministry members. Approval of the Pastor (or his delegate) is not necessary, but notification is required.

IX. LIMITATIONS

- A. The policies and procedures in this document do not supercede any intent specified in the Website Ministry Charter nor any intents, policies and procedures specified by the Archdiocese of Chicago.

Adopted by the Our Lady of the Wayside Website Communications Ministry on 4/27/2004,

With notification provided to the Pastor, Fr. Vince Costello.