Plainfield Website Posting Requirements & Procedures

Plainfield maintains a town website for the purpose of sharing how wonderful Plainfield is, as well as to keep residents and visitors in touch with what's happening, town notices, policies, procedures, meeting agendas, minutes, documents, community resources, and town businesses.

Much our content comes from the hard work of dedicated volunteers—your neighbors, friends, maybe even you! Your questions, corrections, and suggestions are more than welcome. Please contact our webmaster with your suggestions and ideas.

Posting to the Website

To routinely post to the town website, boards, committees, commissions, and departments (hereafter BCCD) chairs/heads can seek authorization for one designated member (or non-member) to post for that BCCD by contacting the webmaster by email or phone.

For infrequent or one-time postings, a BCCD chair/head can seek authorization for one designated member (or non-member) to email information, photos, minutes, agendas, etc., to the webmaster for posting by contacting the webmaster by email or phone.

Posters and designated members providing information to the webmaster must:

- understand and agree to abide by Vermont's Open Meeting laws (1 V.S.A. §§ 310-314). You can find a .pdf file explaining Open Meeting laws and requirements by visiting the Vermont League of City and Towns.

- agree to speak to BCCD members about a disagreement or dispute with the webmaster. If the BCCD feels the webmaster is in error, the BCCD chair/head will contact the webmaster to explain the dispute.

BCCDs Without an Approved Poster

The webmaster will post for a BCCD who agrees to assign one member to email the webmaster with updates/change requests as required by state open meeting laws. The webmaster will post within 24-hours of receiving the email request.

Requirements for Direct Posting to Website

Skill Requirements

- Ability to maintain consistent page information and structure throughout website pages, (e.g. type of information posted, section divisions, and photo placement/size, as well as font type, size, color, and effects). Style guides will be provided to each poster who

meets training requirements. Appropriate information and styles are at the webmaster's discretion.

- Willingness to effectively communicate with BCCD members and webmaster.

- Willingness to communicate events for posting to the homepage calendar (the webmaster will post events within 24-hour of email receipt).

- Willingness to ask questions and seek help for any reason, and abide by the webmaster's requests and decisions.

Software Requirements*

- Word processing program that allows the poster to export to a secure .pdf document (low resolution with ability to password protect printing and editing).

- Photo editing program that allows the poster size photos.

* If the poster doesn't have either of these programs, s/he can email information to the webmaster who will post material within 24-hours of receipt.

Computer Skill Level Requirements

Ideally, posters should have some past experience using a website editor, although this is not a requirement. Posters must be able to:

- create a username, personal password, and log into a website,

- access the correct page to edit,

- enter new text,

- delete old text,

- create a hyperlink,

- upload .pdf, audio, photo, sound, and video files using drag/drop interface,

- be comfortable asking questions if they are not sure (or have made a mistake!),

- post videos to the site using embedded code is an option but not a requirement, and requires special permission from the webmaster (who will respond within 24-hours of email request). Links to videos and video files can be emailed to the webmaster who will post within 24-hours of email receipt.

Training Requirements

Short (fifteen- to thirty-minute) in person or phone conversation with webmaster about poster's computer experience, with a follow-up training session at an agreed upon time and location using poster's computer. The poster being trained will receive a .pdf of *Plainfield's Website Style Guides* to keep the site consistent. The webmaster will follow up training with another session (if

required), along with phone and email support as needed.

Individuals who are approved for direct posting agree to not alter the structure of the page(s) on which they are given permission to post. Should material posted be removed by the webmaster, the original poster agrees to not repost the removed material.
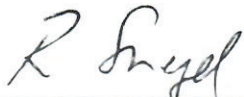
Withdrawal of Authorization

The webmaster can withdraw authorization for the person designated by a BCCD to post or provide the webmaster with information to post. The webmaster will notify the BCCD chair/ head of any withdrawal and work with the BCCD chair/head to post information for the BCCD until a new person can be designated, trained and authorized.

Disputes

Should a BCCD dispute any decision made by the webmaster, the webmaster will consult with the Select Board about the dispute within five working days of being notified. The decisions of the webmaster and Select Board are binding.
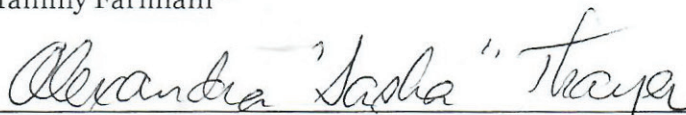
Approved by the Plainfield Select Board on September 10, 2018.

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Ross Sneyd

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Tammy Farnham

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Sasha Thayer