

Communications Policy

This is not the official version of the Communication Policy for the SCDP. Any feedback, concerns, or issues will be taken into consideration before the official version is confirmed. If you are a registered Democrat in Sublette County please attend our next Central Committee Meeting to voice your opinion and vote for the confirmation of this policy.

Introduction

The Sublette County Democratic Party (the "Organization") recognizes social media's significant role and growing influence in our professional and personal lives. Social media provides every individual with a platform to share their thoughts, opinions, and beliefs, but it has its limitations and risks. This Social Media Policy (the "Policy") sets out the Organization's rules, procedures, and expectations for the Communication Committee's (the "Committee") social media access and use. The Policy is set in place to protect both the Committee and the Organization, including its brand, reputation, and privacy.

The Organization reserves the right to amend or modify this Policy in the future to accommodate any changes in the use of social media. Any changes to the Policy will be communicated to the Committee in a timely manner.

Scope

1. Definition of Social Media

1. "Social Media" includes any form of electronic communication used to share information, messages, ideas, photos, videos, and other content. This may include, but is not limited to, social networking sites, image-sharing networks, video-streaming, platforms, blogs, and discussion forums.

2. Definition of Written Communication

1. "Written Communication" includes any form of physical communication used to share information, messages, ideas, photos, and other content. This may include, but is not limited to, letters to politicians, statements to local press, and messages between the Organization and other public entities or internal messages between the Organization and its members.

3. Covered Volunteers

1. This Policy applies to the Committee and all its members.

4. Reason, Place, and Time for Social Media Use

1. This Policy covers The Committee's use and access of the Organization's Social Media. This Policy applies at all times, including inside and outside of regular business hours.

Policies

1. Online and Social Media Etiquette

1. The Committee is expected to be responsible and always maintain a high level of professionalism when posting on Social Media. Committee members are encouraged to always think before they post and to consider any potential impact their posts may have on behalf of the Organization, Elected Officers, Precinct People, and themselves.
2. The Committee should refer to the Sublette County Democratic Party Platform, or exercise their discretion and best judgement when faced with situations not specified in this Policy.

2. Inappropriate Use of Social Media

1. The Organization strongly prohibits discrimination or harassment of any kind, including on Social Media or through written forms of communication on behalf of the Organization. Harassment includes but is not limited to:

1. Unwelcome conduct towards another that offends or humiliates them and is based on their protected status (e.g. race, age, color, sex, religion, creed, national origin, marital status, disability, or any other status protected by law).
2. Behavior that creates a hostile or abusive environment, such as bullying, stalking, or uttering threats.
3. Unwelcome sexual advances, requests for sexual favors, and sending inappropriate sexual messages.

3. Personal Social Media Accounts

1. Committee members are not permitted to link personal information or Social Media accounts to the Organization's Social Media.
2. Committee members may not use personal information or Social Media accounts to represent the Organization on Social Media or through Written Communication.

4. Confidential Information

1. The Committee shall not disclose any confidential Information on the Organization's Social Media or through written communication (unless authorized to). Confidential information includes proprietary information, intellectual property, voter information, financial data, sensitive information

about or related to the Organization and its members, and any other non-public information.

2. Unauthorized disclosure of confidential information may cause serious and irreparable harm to the Organization, including reputational damage.
3. Committee members who disclose confidential information without authorization will be subject to verbal or written warnings, revoked access to the Organization's Social Media, or removal from the Committee.
4. Precinct Representatives may have access to the confidential Sublette County Voter List by receiving permissions from the Communications Committee.

1. Precinct Representatives cannot use the Sublette County Voter List for any improper reason including but not limited to soliciting voters, harassing voters, or selling personal data from voters to a third party entity.

2. Precinct Representatives who abuse the use of the Sublette County Voter List will be subject to verbal or written warnings, revoked access from the Sublette County Voter List, removal from their position, or legal action as necessary.

5. False or Misleading Information

1. The Organization prohibits The Committee from spreading false or misleading information on the Organization's Social Media, on behalf of the Organization, about the Organization, or regarding Officers, Precinct Representatives, or Volunteers.
2. False or misleading information could potentially

harm or impact the Organization's brand or reputation. Committee members who violate this rule will be subject to verbal or written warning, revoked access to the Organization's Social Media, or removal from the Committee.

3. If you encounter any information and are unsure if it is accurate, you are encouraged to speak to Officers or Precinct People, refer to the Sublette County Democratic Party Platform, and verify the information and determine the next appropriate steps.

6. Copying and Reposted Content

1. The Committee must always be mindful of copyright, trademark, and other intellectual property laws when posting on the Organization's Social Media.
2. The Committee must refrain from reposting content from a different person or Social Media Account, unless the information found within the post is verified as correct and has express permission to do so.
 1. This rule applies to the use of another person or organization's images, music, videos, or other multimedia content.

7. Organization Social Media

1. Committee members who post on Social Media using the Organization's Social Media accounts are required to comply with the following rules:
 1. Obtain prior approval from the Committee Chair, before publishing the post.
 2. Ensure that all posts are not false, misleading, or deceptive.
 3. Ensure that all claims made in every post are substantiated.

4. Review and follow any restrictions currently in place on the social media platform they will use.
5. Ensure all posts comply with the Sublette County Democratic Party Platform and this Policy.

8. Promotion of Organization's Social Media

1. Committee members and Volunteers are encouraged to follow the Organization's social media account and share, repost, and promote any content posted to increase brand awareness and reach a wider audience.
2. If a Committee member or Volunteer agrees to post or repost content from the Organization, they must comply with any rules prepared by the Organization, the guidelines stated in this policy, and any other applicable laws.

9. Disciplinary Actions

1. The Organization will promptly assess and investigate any reports of violations made by the Committee or Committee member on a case-by-case basis. The Organization will consider the context of the post, the language used in the post, and any applicable laws, regulations, or public policies, when determining the appropriate disciplinary action.
2. Committee members who violate the Policy will be subject to a verbal or written warning, removal from access to the Organization's Social Media Accounts, or removal from the Committee.
3. The Organization may consult the Wyoming Democratic Party regarding action that may need to be taken against Committee members who harm the

Organization's name, reputation, or breach any applicable laws.

4. If you are aware of or have reason to believe that the Committee or Committee members violated or is violating this Policy, please immediately inform the Committee Chair or Executive Officers.

10. Governing Law

1. This Policy will be construed in accordance with and governed by the laws of the State of Wyoming.

11. Inquiries

1. If you have any questions about the Policy, please talk to the Executive Officers or the Committee Chair.