

**RESOLUTION
OF THE BOARD OF DIRECTORS OF
SADDLER RIDGE METROPOLITAN DISTRICT**

ADOPTING A SOCIAL MEDIA POLICY

WHEREAS, Saddle Ridge Metropolitan District (the “**District**”) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly organized and existing pursuant to §§ 32-1-101 *et seq.*, C.R.S.; and

WHEREAS, pursuant to § 32-1-1001(1)(h), C.R.S., the Board of Directors of the District (the “**Board**”) is empowered with the management, control, and supervision of all business and affairs of the District; and

WHEREAS, pursuant to § 32-1-1001(1)(m), C.R.S., the Board is authorized to adopt, amend, and enforce bylaws, rules, and regulations not in conflict with the constitution and laws of Colorado for carrying on the business, objects, and affairs of the Board and the District; and

WHEREAS, content posted on various social media platforms, including but not limited to Facebook, LinkedIn, Instagram, Twitter, or NextDoor (collectively, “**Social Media**”) that relates to District business may be a public record subject to retention and disclosure under the Colorado Open Records Act, §§ 24-72-201 *et seq.*, C.R.S.; and

WHEREAS, the Board desires to establish a policy to address the use of Social Media by the District, District Board members, and its employees and consultants to ensure that Social Media is utilized in a responsible manner and in accordance with applicable law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD FOLLOWS:

1. District Representative. This policy shall be applicable to the District, as well as all Board designated officers, District employees, and the District Manager, if any (each a “**District Representative**”). This policy shall govern the use of Social Media by a District Representative to share information online about the District.

2. Prohibited Uses. District Representatives are prohibited from using Social Media to conduct District business, or to share official District information, except when assigned as part of official duties. District Representatives shall not:

- a. Create Social Media accounts representing the District;
- b. Post individually on behalf of the District; or
- c. Use the District name, logo, or status with the District on personal Social Media accounts to imply directly, or indirectly, that personal opinions or

posts are an official position or opinion of the District or the Board of Directors as a whole.

3. District Social Media Accounts. District Representatives shall obtain approval from the Board prior to setting up Social Media accounts for the primary purpose of sharing information related to the District (a “**District Social Media Account**”). All District Social Media Accounts must adhere to applicable laws and policies regarding copyright, records retention, records requests, e-discovery laws, the First Amendment, privacy laws, and the Americans with Disability Act. Each creator of a District Social Media Account must also establish guidelines to ensure compliance with these laws.

4. Use of Social Media. When engaging with members of the public online regarding District business, including from a personal Social Media Account, District Representatives are encouraged to:

- a. Remember their position of public responsibility, trust, and transparency;
- b. Double check the facts before posting;
- c. Be aware of posting confidential or other sensitive information;
- d. Maintain professionalism, honesty, and respect;
- e. Avoid ongoing conversations or debates;
- f. State facts and provide supporting information when responding to a negative post; and
- g. Encourage people to contact the District offline for additional information or to resolve specific issues.

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ADOPTED this 18th day of November, 2020.

SADDLER RIDGE METROPOLITAN DISTRICT,
a quasi-municipal corporation and political
subdivision of the State of Colorado

Gene A. Osborne

Gene A. Osborne (Dec 1, 2020 13:02 MST)

Officer of the District

ATTEST:

Andrew Dudley

Andrew Dudley (Dec 1, 2020 15:46 MST)

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys At Law

BAW Dh

General Counsel to the District

Signature Page to Social Media Policy