MCC Website Policy

6/11/2012

Background: There have been three MCC websites: 2010-2012, 2007-2009, and 2006 & earlier site, each built and administered by one interested councilmember with the required technical skills. Starting in 2012, state law requires government agencies who have a website to post their meeting agendas on their website within the time frames required by the Brown Act. This puts new pressure on the job of MCC Website Admin. There should be at least one other councilmember with authorization and skills to post timely notices and otherwise maintain the site. The Website Committee has developed a new MCC website based on a SquareSpace template which allows a non-technical person to post content on the site.

MCC News Journal (on home page): Content shall be limited to MCC meeting agendas, committee meeting announcements, and other MCC news such as new information and/or documents related to Midcoast issues the Council is tracking. Once an MCC agenda is posted, new posts should be delayed if possible until after the meeting. Note that updates can be appended to posts when additional information becomes available, such as late-arriving supporting documents for a meeting, or minutes and video links after the meeting.

Site Admins: Two councilmembers shall have website "owner" access, with one in the lead role of "Admin", with the responsibility to maintain the site overall, add new pages as needed, help other councilmembers to post content, or post it for them.

Editors: Councilmembers who wish to build and maintain a Committee or Issues Page, or who are designated by the Council as responsible for certain website pages, may have "editor" permission for that page. Alternatively, councilmembers may submit content to the Site Admin who will handle the posting.

Limited Editors: Councilmembers who wish to may have "limited editor" permission to add new posts to the News Journal or add updates to other News posts.

Search Function: Note that the website search function does not search pdf file storage content. Therefore, useful search terms should be incorporated into the News Journal post, and in the html content of other pages.

Archives: The MCC News Journal archives are generated automatically by the site. The historical yearly meeting archive pages have been and would need to continue to be manually created. Once the News Journal history is sufficient to assess, the Council may wish to consider whether the redundancy of the manual archive is necessary to continue going forward.