

- a. City Council Communications and Social Media Policy Resolution

## **City of Chamblee Communication and Social Media Guidelines**

1. The mayor and all council members shall observe the requirements of the City Charter that, except for the purposes of inquiries and investigations as authorized by a majority vote of the council, they “shall deal with city officers and employees who are subject to the direction and supervision of the city manager solely through the manager; and neither the mayor, the city council, nor individual members of the city council shall give orders to any such city officer or employee, either publicly or privately.” Charter, Article V, § (e).
2. Correspondence from the mayor or a council member for the purpose of providing or requesting information shall be directed to the city manager and may copy the appropriate staff member. Correspondence from the mayor or a council member requesting action by city staff shall be directed to the city manager only.
3. An internal communication from the mayor or council member regarding council action shall copy the mayor and all council members.
4. City staff shall not respond to requests from the mayor or council member for action or information unless authorized to do so by the city manager.
5. When responding to requests for action from the mayor or any council member, the city manager and/or staff shall provide the response to the mayor and all council members at the same time.
6. The mayor and council members shall not communicate to third parties that the council will take a specific action before the potential action has been presented to council for consideration.
7. The mayor and council members shall not communicate with third parties regarding legal matters which have been delegated to legal counsel to manage, contracts and other agreements with the City, without the knowledge of the council members and legal counsel.
8. When responding to requests for information or action from members of the public or other external parties, the mayor and council may provide an initial response which follows the following format:

Thank you for contacting the City of Chamblee. Hearing from members of our community is of great importance to the Mayor and Council, who review and read all emails sent by our stakeholders.

The City Charter governs the administration of City business and requires the Mayor and Council to communicate through the City Manager regarding day-to-day administrative operations of the City, including direction of staff and personnel matters. If you are writing to us with a concern about City operations, your message will be forwarded to the City Manager who will forward it to the staff member who can best address your concern.

Please be advised that all communications with the City, including emails and written correspondence, are subject to disclosure under the Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.).

The Mayor and Council have also adopted a set of norms that govern our local communication protocols. These include:

1. Emails to individual elected officials are shared with the entire Council.
  2. Issues and concerns received by the Council and or individual members will be referred to the City Manager.
  3. The Mayor or in the Mayor's absence the Mayor Pro Tem will reply to emails from constituents sent to all members of the Council. That reply will include the City Manager and Council members on the thread and inform the constituent that the City Manager or their designee will respond to the inquiry/request.
9. The Mayor and Council members may post to social media sites such as Facebook, X, and online forums, but if they chose to do, they must post a disclaimer that the views expressed in the social media account is that of the member; not of the full Council or the City. Social media sites may not be used by the Mayor or Council members to conduct Council business, particularly legal and fiscal matters that have not already been released to the public. Posts by the Mayor or Council members regarding quasi-judicial issues, where the Council acts in a manner similar to a judge, are prohibited. The disclaimer to be included in social media posts or pinned to a homepage or profile shall be in substantially the following form:
- The views expressed represent the views of the author and may not reflect the views of the Chamblee City Council. Comments posted in response to a Councilmember-initiated communication may be subject to public disclosure under the Open Records Act. If you are a resident of Chamblee and would like to discuss city business, please go to [official page] or contact me at [official email].”
10. Violation of Policy. Violation of these guidelines may result in censure pursuant to the censure procedure adopted by the Council.

## **City of Chamblee Communication and Social Media Guidelines**

1. The mayor and all council members shall observe the requirements of the City Charter that, except for the purposes of inquiries and investigations as authorized by a majority vote of the council, they “shall deal with city officers and employees who are subject to the direction and supervision of the city manager solely through the manager; and neither the mayor, the city council, nor individual members of the city council shall give orders to any such city officer or employee, either publicly or privately.” Charter, Article V, § (e).
2. Correspondence from the mayor or a council member for the purpose of providing or requesting information shall be directed to the city manager and may copy the appropriate staff member. Correspondence from the mayor or a council member requesting action by city staff shall be directed to the city manager only.
3. An internal communication from the mayor or council member regarding council action shall copy the mayor and all council members.
4. City staff shall not respond to requests from the mayor or council member for action or information unless authorized to do so by the city manager.
5. When responding to requests for action from the mayor or any council member, the city manager and/or staff shall provide the response to the mayor and all council members at the same time.
6. The mayor and council members shall not communicate to third parties that the council will take a specific action before the potential action has been presented to council for consideration.
7. The mayor and council members shall not communicate with third parties regarding legal matters which have been delegated to legal counsel to manage, contracts and other agreements with the City, without the knowledge of the council members and legal counsel.
8. When responding to requests for information or action from members of the public or other external parties, the mayor and council may provide an initial response which follows the following format:

Thank you for contacting the City of Chamblee. Hearing from members of our community is of great importance to the Mayor and Council, who review and read all emails sent by our stakeholders.

The City Charter governs the administration of City business and requires the Mayor and Council to communicate through the City Manager regarding day-to-day administrative operations of the City, including direction of staff and personnel matters. If you are writing to us with a concern about City operations, your message will be forwarded to the City Manager who will forward it to the staff member who can best address your concern.

Please be advised that all communications with the City, including emails and written correspondence, are subject to disclosure under the Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.).

The Mayor and Council have also adopted a set of norms that govern our local communication protocols. These include:

1. Emails to individual elected officials are shared with the entire Council.
  2. Issues and concerns received by the Council and or individual members will be referred to the City Manager.
  3. The Mayor or in the Mayor's absence the Mayor Pro Tem will reply to emails from constituents sent to all members of the Council. That reply will include the City Manager and Council members on the thread and inform the constituent that the City Manager or their designee will respond to the inquiry/request.
9. The Mayor and Council members may post to social media sites such as Facebook, X, and online forums, but if they chose to do, they must post a disclaimer that the views expressed in the social media account is that of the member; not of the full Council or the City. Social media sites may not be used by the Mayor or Council members to conduct Council business, particularly legal and fiscal matters that have not already been released to the public. Posts by the Mayor or Council members regarding quasi-judicial issues, where the Council acts in a manner similar to a judge, are prohibited. The disclaimer to be included in social media posts or pinned to a homepage or profile shall be in substantially the following form:
- The views expressed represent the views of the author and may not reflect the views of the Chamblee City Council. Comments posted in response to a Councilmember-initiated communication may be subject to public disclosure under the Open Records Act. If you are a resident of Chamblee and would like to discuss city business, please go to [official page] or contact me at [official email].”
10. Violation of Policy. Violation of these guidelines may result in censure pursuant to the censure procedure adopted by the Council.

**RESOLUTION 2025 - \_\_\_\_**

**A RESOLUTION TO ADOPT  
COMMUNICATION AND SOCIAL MEDIA GUIDELINES**

**WHEREAS**, the Mayor and Council of the City of Chamblee wish to adopt guidelines for communications between the Mayor, Council members, City Manager, staff, and members of the public, including guidelines for social media use by the Mayor and Council members;

**WHEREAS**, O.C.G.A. § 36-35-3, “Home Rule,” grants authority to the Mayor and Council to adopt reasonable ordinances, resolutions and regulations relating to its property, affairs, and local government for which no provision has been made by general law and which is not inconsistent with the Georgia Constitution or City of Chamblee Charter;

**WHEREAS**, Article 1, Section 42 of the Charter authorizes the Mayor and Council to adopt all reasonable and necessary ordinances, resolutions and by-laws for the purpose of giving effect to the rights and powers conferred to them by the Charter or to supply any deficiency in prescribed forms and procedures not inconsistent with the law and provisions of the Charter;

**WHEREAS**, Article 5, Section 1(e) of the Charter provides that the Mayor and Council shall deal with City officers and employees who are subject to the direction and supervision of the City Manager solely through the Manager, except for the purpose of inquiries and investigations as authorized by a majority vote of the Mayor and Council;

**WHEREAS**, it is in the public interest of the City to promote consistency and continuity of communications between the Mayor, Council members, City Manager, staff, and members of the public;

**WHEREAS**, the Mayor and Council acknowledge the growing role of social media use by both government organizations and elected officials to communicate with the members of the public and other stakeholders;

**WHEREAS**, it is in the public interest of the City of Chamblee to adopt the City of Chamblee Communication and Social Media Guidelines, which are attached hereto as Exhibit A, to ensure consistency and clarity for internal and external communications and social media outreach;

**WHEREAS**, the Mayor and Council are empowered by Home Rule and the City Charter to adopt the attached City of Chamblee Communication and Social Media Guidelines, which relate to the affairs of the City and are not inconsistent with applicable law;

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the City of Chamblee as follows:

Section 1.     Incorporation of Recitals. The recitals set forth above are adopted by the City and are incorporated herein by reference.

Section 2. Adoption of Communication and Social Media Guidelines. The Chamblee Communication and Social Media Guidelines attached as Exhibit A are hereby adopted and approved as the policy of the City.

Section 3. Applicability. The Chamblee Communication and Social Media Guidelines shall apply to the Mayor, Council members, City Manager and all City officers and employees who are subject to the direction and supervision of the City Manager, as set forth in the Guidelines.

Section 4. Partial Invalidity. In case any one or more of the provisions of this resolution shall for any reason be held to be illegal or invalid by a court of competent jurisdiction, such illegality or invalidity shall not affect any other provisions hereof unless expressly so held, but this resolution shall be construed and enforced as if such illegal or invalid provisions had not been contained herein, and this resolution shall be construed to adopt but not to enlarge upon, all applicable provisions of Georgia law, and, if any provisions hereof conflict with any applicable provision of such law, the latter as duly adopted by the General Assembly of Georgia and as interpreted by the courts of this state shall prevail and shall be substituted for any provision hereof in conflict or not in harmony therewith.

Section 5. Repealer. Any and all resolutions or parts of resolutions in conflict with this resolution shall be and the same are hereby repealed (but solely as and to the extent of such conflict).

Section 6. Effective Date. This resolution shall be in full force and effect immediately upon its adoption.

**ADOPTED** by the City Council this \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Brian Mock  
Mayor

ATTEST:

\_\_\_\_\_  
Cherron Bouie  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Irene B. Vander Els, Wilson Morton & Downs, LLC  
City Attorney

**RESOLUTION 2025 - \_\_\_\_**

**A RESOLUTION TO ADOPT  
COMMUNICATION AND SOCIAL MEDIA GUIDELINES**

**WHEREAS**, the Mayor and Council of the City of Chamblee wish to adopt guidelines for communications between the Mayor, Council members, City Manager, staff, and members of the public, including guidelines for social media use by the Mayor and Council members;

**WHEREAS**, O.C.G.A. § 36-35-3, “Home Rule,” grants authority to the Mayor and Council to adopt reasonable ordinances, resolutions and regulations relating to its property, affairs, and local government for which no provision has been made by general law and which is not inconsistent with the Georgia Constitution or City of Chamblee Charter;

**WHEREAS**, Article 1, Section 42 of the Charter authorizes the Mayor and Council to adopt all reasonable and necessary ordinances, resolutions and by-laws for the purpose of giving effect to the rights and powers conferred to them by the Charter or to supply any deficiency in prescribed forms and procedures not inconsistent with the law and provisions of the Charter;

**WHEREAS**, Article 5, Section 1(e) of the Charter provides that the Mayor and Council shall deal with City officers and employees who are subject to the direction and supervision of the City Manager solely through the Manager, except for the purpose of inquiries and investigations as authorized by a majority vote of the Mayor and Council;

**WHEREAS**, it is in the public interest of the City to promote consistency and continuity of communications between the Mayor, Council members, City Manager, staff, and members of the public;

**WHEREAS**, the Mayor and Council acknowledge the growing role of social media use by both government organizations and elected officials to communicate with the members of the public and other stakeholders;

**WHEREAS**, it is in the public interest of the City of Chamblee to adopt the City of Chamblee Communication and Social Media Guidelines, which are attached hereto as Exhibit A, to ensure consistency and clarity for internal and external communications and social media outreach;

**WHEREAS**, the Mayor and Council are empowered by Home Rule and the City Charter to adopt the attached City of Chamblee Communication and Social Media Guidelines, which relate to the affairs of the City and are not inconsistent with applicable law;

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the City of Chamblee as follows:

Section 1.     Incorporation of Recitals. The recitals set forth above are adopted by the City and are incorporated herein by reference.



Section 2. Adoption of Communication and Social Media Guidelines. The Chamblee Communication and Social Media Guidelines attached as Exhibit A are hereby adopted and approved as the policy of the City.

Section 3. Applicability. The Chamblee Communication and Social Media Guidelines shall apply to the Mayor, Council members, City Manager and all City officers and employees who are subject to the direction and supervision of the City Manager, as set forth in the Guidelines.

Section 4. Partial Invalidity. In case any one or more of the provisions of this resolution shall for any reason be held to be illegal or invalid by a court of competent jurisdiction, such illegality or invalidity shall not affect any other provisions hereof unless expressly so held, but this resolution shall be construed and enforced as if such illegal or invalid provisions had not been contained herein, and this resolution shall be construed to adopt but not to enlarge upon, all applicable provisions of Georgia law, and, if any provisions hereof conflict with any applicable provision of such law, the latter as duly adopted by the General Assembly of Georgia and as interpreted by the courts of this state shall prevail and shall be substituted for any provision hereof in conflict or not in harmony therewith.

Section 5. Repealer. Any and all resolutions or parts of resolutions in conflict with this resolution shall be and the same are hereby repealed (but solely as and to the extent of such conflict).

Section 6. Effective Date. This resolution shall be in full force and effect immediately upon its adoption.

**ADOPTED** by the City Council this \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Brian Mock  
Mayor

ATTEST:

\_\_\_\_\_  
Cherron Bouie  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Irene B. Vander Els, Wilson Morton & Downs, LLC  
City Attorney