



First JUSTICE WITH
LOVE AND JOY,
OPEN TO AWE
**Unitarian
Universalist**
SOCIETY OF SYRACUSE

Policy #: 006

Policy Name: Facebook Page Monitoring

Purpose: To describe the procedure for reviewing and monitoring information that is post on the First UU Facebook page and removing information when necessary.

Original Date: 1/27/2016

Original Written By: Valoree Suttmore 10/10/2015

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Revisions by: Valoree Suttmore 9/2/2019

Reviewed By: Jennifer Hamlin-Navias 9/9/2019

Approved By: 2015-2016 First UU Board of Trustees 1/27/2016

Operations Manual/Document Administrator 11/17/2019

A. General

1. Facebook (FB) is an excellent medium by which to promote Unitarian Universalism and specifically First Unitarian Universalist Society of Syracuse (First UU).
2. The FB page contains a statement to all who visit the page and choose to post as to the expectations of what is posted and discussions that are engaged in.
3. Discussion and dialog are encouraged on the First UU Facebook page that is respectful of our Seven Principles and Congregational Covenant.
4. The FB page will be reviewed on a regular basis to ensure that all comments and dialog are respectful and appropriate. Inappropriate, rude, disrespectful, and offensive material contrary to our Seven Principles and Congregational Covenant will be removed from the page.

B. Procedure

1. One to three members of the First UU Society will be identified by the CRC to review the First UU FB page on a regular basis. Anyone can bring issues or concerns to one of these individuals.
2. Any potential new members to First UU who may post questions about joining First UU or regarding Unitarian Universalism in general will be directed to the Minister or the First UU Board of Trustees (BOT) President.
3. If a post on the page appears to be offensive, inappropriate or disrespectful, the specific post/information will be brought to the attention of the Chair of the Congregational Relations Committee (CRC) and the BOT President for further review. A decision will be made as to whether the post should remain on the FB page by the Chair of the CRC and the BOT President.
4. If it is determined that the post will need to be removed, the Chair of the CRC and/or the BOT President will discuss with the individual who created the post why the decision to remove it was made and ask that person to remove the post.
5. If after repeated requests, the person who created the post ignores the requests to remove it, or refuses to remove the post, one of the FB page administrators will be directed to remove the information/post from the page.
6. A report, listing any posts that were removed from the page will be submitted to BOT on a monthly basis.