



Mayor & Village Board Standard Operating Procedure – No. 013

Date Adopted: February 8, 2017

Last Revised: May 9, 2018

Current Revision Date: 21-days from passage of Resolution (01-01-2025)

Mayor and Village Board Standard Operating Procedure No. 013, having been first adopted by the Mayor and Village Board on February 8, 2017, shall:

1. Be updated on at least an annual basis;
2. Be administered by the Mayor and Village Manger;
3. Be applied to any and all social media accounts, websites and print publications administered by the Village of Homer Glen.

Thereafter, on December 11, 2024, the Village President and the Board of Trustees adopted Resolution No.24-019, which authorized the following Official Social Media Sites for the Village of Homer Glen Policy and Purpose, consistent with said Resolution:

Signed:  Date: 21-days from passage of the resolution (01-01-2025)

The Official Social Media Sites for the Village of Homer Glen Policy and Purpose

General Guidelines:

The Village of Homer Glen has authorized the following social media sites as the Official Social Media Sites for the Village of Homer Glen:

Facebook - Village of Homer Glen Municipal Government

<https://www.facebook.com/villageofhomerghen>

Instagram Village of Homer Glen –

<https://www.instagram.com/villageofhomerghen/>

Facebook - Village of Homer Glen – Parks & Events

<https://www.facebook.com/HomerGlenParks>

Facebook - Homer Community Fest

<https://www.facebook.com/homerfest>

Facebook – Homer Glen Emergency Management Agency

<https://www.facebook.com/HGEMA>

Facebook – Village of Homer Glen – Public Works

<https://www.facebook.com/HomerGlenPublicWorks>

The Village of Homer Glen, through its site Administrators (The Mayor and Village Manager), and Communications Coordinator and/or their designee, utilize the Official Social Media Sites to convey to Village of Homer Glen residents, matters of governmental interest that pertain to the Village of Homer Glen, and other governmental entities that service the Village.

Accordingly, the purpose of the Official Social Media Sites for the Village of Homer Glen is solely to provide a mechanism for the Village to communicate to its residents, matters of governmental interest that relate to the Village of Homer Glen and other governmental entities that service the Village.

These Official sites shall have no capability for users or visitors to post any content or comments.

Notice:

Users and visitors to the Village's social media accounts shall be notified that the intended purpose of the account is to serve as a mechanism for communication of matters of public interest related to Village of Homer Glen government and other governmental entities that service the Village. By visiting the Village's social media site(s), users agree to the terms of use outlined in this policy, which will be posted to the Village's website and linked to, as technology allows, from each of the Village's social media account(s).

Per the State of Illinois, social media posts are considered public record if the posts are made on an official public agency account or on a private account that is being used to distribute information for that agency to the public. Furthermore the content being posted must be unique to be considered public record. The Village is not required to preserve redundant content in all of its forms.

Records retention is based upon function and content of the record, not its format as social media. The Village shall, like with any other public record, consult their Application for Authority to dispose of State/Local Records for appropriate retention periods.

Time of Use:

The Village of Homer Glen's social media accounts are not updated 24/7, and as such, timely posts should not be expected. Accounts are traditionally administered during normal business hours, designated as weekdays from 8 a.m. to 4:30 p.m., excluding holidays observed by the Village of Homer Glen.