

RESOLUTION 2026-3

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF INTERLACHEN, FLORIDA, ADOPTING A SOCIAL MEDIA COMMUNITY POLICY; ESTABLISHING GUIDELINES FOR USE BY TOWN OFFICIALS, EMPLOYEES, AND THE PUBLIC; ENSURING COMPLIANCE WITH FLORIDA PUBLIC RECORDS AND SUNSHINE LAWS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Interlachen Town Council recognizes that social media platforms are effective tools for communicating town-related news, events, and official business to its residents; and

WHEREAS, the Town Council desires to maintain its social media pages as limited public forums to facilitate a respectful and informative environment; and

WHEREAS, it is necessary to establish clear guidelines for the moderation of content to prevent the dissemination of prohibited material, including but not limited to profane, discriminatory, or political campaigning content; and

WHEREAS, the Town is committed to full compliance with Florida's Public Records Law (Chapter 119, F.S.) and the Sunshine Law regarding all digital communications;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF INTERLACHEN, FLORIDA, AS FOLLOWS:

Statement of Purpose

The Town's social media pages are limited public forums to be used Town-related news, events, emergencies, and official business, and will follow the guidelines below. The Town may also share or repost information from external sources, including governmental agencies and community partners, when such information is deemed relevant to the public. The public will be advised to direct any questions to Town staff via phone or email.

Public Records Compliance Process

1. Public Record

Under Florida law, all content on official town pages—including comments—is a **public record**.

- **Mandatory Disclosure:** Every page must feature a notice stating: *"Under Florida law, all content on this site is a public record subject to disclosure"*.
- **Retention Requirement:** Any comment that is removed due to a policy violation **must be archived** (e.g., via screenshot or third-party software) before deletion to satisfy state retention schedules.
- **Public Records Requests:** Social media is not the official channel for public records requests; direct users are to contact the Town Office at (386) 684-3811.

2. Staff Procedures

- **Authorized Users:** The Town Clerk or his/her designee will have administrative access to town accounts.
- **Sunshine Law Warning:** Elected officials and advisory board members must **never** engage in online discussions regarding matters that may come before their respective bodies for action.

- **Emergency Reporting:** Posts must include a warning that social media is **not monitored 24/7** and should never be used to report emergencies. Residents must call **9-1-1** for emergencies.

3. Moderation Guidelines (Prohibited Content)

To maintain a respectful environment, the town reserves the right to remove comments that contain:

- **Attacks/Discrimination:** Personal attacks, threats, or discriminatory remarks regarding protected classes (race, religion, gender, etc.).
- **Content** that violates a copyright, trademark, or other legal ownership interest.
- **Illegal Activity:** Promotion or encouragement of illegal acts or accusations.
- **Inappropriate Language:** Profane, obscene, or indecent content.
- **Information** that may tend to compromise the safety or security of the public.
- **Off-topic material:** Content not related to the specific post or town business
- **Political Content:** Campaigning for or against candidates or ballot measures.
- **Sexual Content:** Content or links to sexual content
- **Solicitations:** Unauthorized advertisements, spam, or links to commercial websites.

Disclaimer: comments represent the views of the poster and do not reflect the official position of the Town of Interlachen.

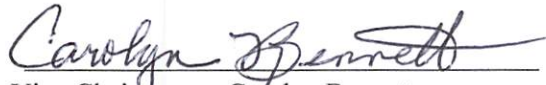
4. Terms of Use and Town Rights

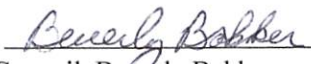
Be advised that the Town may terminate its social media sites at any time and reserves the right to remove any inappropriate content posted to the sites. The Town also reserves the right at its sole discretion to turn off the ability of third parties to post or comment. The Town does not intend to create an open public forum, but to maintain a forum related to topics posted by the Town, with language appropriate for its citizens (including minors). For general comments or communications concerning the Town of Interlachen, contact Joni Payne at (386) 684-3811 or e-mail jpayne@interlachen-fl.gov

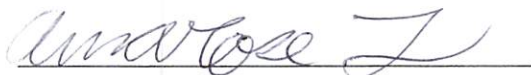
PASSED AND DULY ADOPTED, by the Town Council of Interlachen, Florida, this 12th day of May, 2026.


 Chairperson, Joni Conner


 Mayor, Rick Hanes


 Vice-Chairperson, Carolyn Bennett


 Council, Beverly Bakker


 Council, Anna Rose Larsen


 Council, Carolyn Meadows

Attest:

 Joni Payne, Town Clerk



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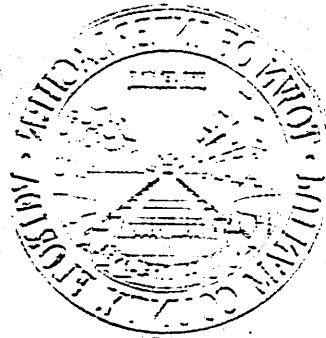
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