



BULLETIN BOARD, ELECTRONIC READER BOARD & WEBSITE POSTING POLICY

I. General Policy Statement

The purpose of this policy is to set forth a guide to be followed by the City of Anoka in authorizing the ~~posting of events~~ **what may be displayed or listed** on the City Bulletin Board in the lobby area of City Hall, on the Electronic Reader Board at the corner of Main Street and Ferry Street, and on the City's Website Community Calendar. Postings will be done in accordance with State law and in no case be an obligation of the City, nor will the City be compromised because of any event posting made. This policy shall be used as an effective method for receiving and considering requests made to the City of Anoka and to maximize the benefits to the citizens of Anoka.

II. Objective

It is the objective of this policy to recognize the importance of the City participating in the community by allowing events to be posted for various groups and organizations. This participation demonstrates the City's dedication and philosophy of working together with any appropriate group for the overall good of the Community.

III. Eligibility

Any group or organization that is requesting the posting of an event must submit their request to the City of Anoka for review and approval.

IV. Criteria/Procedures

A. Postings on the City Bulletin Board Monitor located in the reception area of the City Hall.

1. **Only City of Anoka meetings agendas, including City Council and all Boards & Commissions, shall be displayed on the City Bulletin Board Monitor and its scrolling calendar. City sponsored and co-sponsored events shall be listed on the scrolling calendar.**

~~The initial request shall be directed to the Administration Department for review and approval.~~

2. ~~Staff shall review the requested posting and post only if the requested posting meets the following requirements:~~

~~(a.) Notices of Public Meetings for Governmental Agencies, Law Enforcement Agencies, Anoka-Hennepin School District No. 11, Anoka Area Chamber of Commerce, Anoka Halloween, Inc. or Anoka Riverfest & Craft Fair Committee or Election/Caucus information for Governmental Agencies, and Anoka-Hennepin School District No. 11.~~

~~(b.) Events sponsored by Governmental Agencies, Law Enforcement Agencies, Anoka-Hennepin School District No. 11, Anoka Area Chamber of Commerce, Anoka Halloween, Inc. or Anoka Riverfest & Craft Fair Committee.~~

~~(e.) Events that are co-sponsored by the City of Anoka or other Governmental Agencies, Law Enforcement Agencies, Anoka-Hennepin School District No. 11, Anoka Area Chamber of Commerce, Anoka Halloween, Inc. or Anoka Riverfest & Craft Fair Committee.~~

~~(d.) All events or activities to be posted must take place locally (defined by communities that are members of Anoka Area Chamber of Commerce) and will depend on available City Bulletin Board Monitor rotation space. Space priority will be given to City of Anoka events and organizations based in Anoka proper.~~

~~3. Notices by the City of Anoka shall hold priority above all other postings.~~

~~4. Postings for events that contain religious content, political campaign information or for personal/business reasons shall not be posted.~~

B. Postings on the Electronic Reader Board located on the corner of Main Street and Ferry Street.

1. The initial request shall be directed to the Communications Manager for review and approval at least seven days before the beginning posting date of the requested message.

2. The Communications Manager has the authority to revise and shorten the requested posting in order to ensure proper fit and placement.

3. The Communications Manager shall review the requested posting and post only if the requested posting meets any of the following requirements:

(a.) Notices of Public Meetings for Governmental Agencies, Law Enforcement Agencies, Anoka-Hennepin School District No. 11, or Election/Caucus information for Governmental Agencies.

(b.) Events sponsored by Civic Organizations, Governmental Agencies, Law Enforcement Agencies, Anoka-Hennepin School District No. 11, Anoka Area Chamber of Commerce, Discover Anoka, Anoka Halloween, Inc., or Anoka Riverfest & Craft Fair Committee.

(c.) Events co-sponsored by the City of Anoka or other Governmental Agencies, Law Enforcement Agencies, Anoka-Hennepin School District No. 11, Anoka Area Chamber of Commerce, Discover Anoka, Anoka Halloween, Inc. or Anoka Riverfest & Craft Fair Committee.

(d.) Events offered to the Community, which are non-profitable, i.e. blood drives, food shelf, etc.

(e.) All events or activities to be posted must take place locally (defined by communities that are members of Anoka Area Chamber of Commerce) and will depend on available Electronic Reader Board space. Space priority will be given to City of Anoka events and organizations based in Anoka proper.

4. The Communications Manager shall have the authority to prioritize and change the postings at any time.

5. Due to available space limitations, an individual notice shall not be posted for longer than seven (7) days, nor shall one entity have more than one (1) message posted per month (12 messages per year). The City shall determine the number of total messages to appear on the board at any given time.
6. Notices by the City of Anoka shall hold priority above all other postings and may be posted indefinitely.
7. Postings for events that contain religious content, political campaign information or for personal or business reasons shall not be posted.

C. Postings to the City of Anoka Website Community Calendar

1. All terms that apply to posting on the Electronic Reader Board shall also apply to posting on the City Website Community Calendar;

V. **Guidelines**

- A. Organizations other than governmental or law enforcement agencies that request a posting must be from the immediate Anoka area and must meet the above criteria.
- B. All events or activities to be posted must take place locally (defined by communities that are members of Anoka Area Chamber of Commerce) and will depend upon space availability for the particular medium requested to be posted on. Space priority will be given to City of Anoka events and organizations based in Anoka proper.
- C. All events or activities to be posted must be open to the entire public without regard to race, color, creed, national origin, religion, sex, marital status, disability or status in regard to public assistance.
- D. No postings shall be approved which contain profanity or obscene language or the like.

VI. **Grievances**

- A. Any questions, comments or grievances regarding the policy or implementation of your request, should be directed to the Administration Department.

Policy History

Initially Adopted: 04.02.2002

Revised: 05.20.2013

Revised: 07.18.2022