

Electronic Signatures

1. Electronic signatures may be used in lieu of manual signatures to conduct MAA business unless a manual signature is otherwise required by law.
 - i. An electronic signature shall have the full force and effect of a manual signature when the authenticity and reliability of such electronic signature meets the provisions of this policy.
2. Electronic signatures may only be accepted if:
 - i. The identity of the individual signing the document is verified.
 - ii. The signature can be reliably attributed to a particular individual.
 - iii. The alteration, manipulation, or use of the electronic signature by any unauthorized person is prevented.
 - iv. The document signed by electronic signature cannot be altered after the signature has been affixed.
3. The above procedures are in place to ensure that any document signed by electronic signatures cannot be repudiated.
4. No individual acting on behalf of MAA shall rely upon any electronic signature that is not compliant with this policy and the procedures established to implement this policy, nor shall any individual acting on behalf of MAA rely upon any electronic signature if the document or signature, on its face, appears to be forged, altered, or otherwise not authentic.
 - i. In such a case, the Head Administrator or designee may require a manual signature.
5. The Head Administrator or designee shall identify individuals authorized to utilize an electronic signature in connection with MAA business.
6. MAA shall maintain a secure log of every individual authorized to utilize an electronic signature in connection with MAA business, along with a copy of their unique electronic signature, and shall require each individual so authorized to sign a statement of exclusive use of their unique signature.
 - i. MAA shall maintain the secure log, electronic signatures, and statements of exclusive use until the legally mandated retention requirements are satisfied.
6. Abuse of the electronic signature protocols by any MAA employee or Council Member serves as grounds for disciplinary action, up to and including termination.