

**E-MAIL AND ELECTRONIC COMMUNICATIONS POLICY  
LWV MANHATTAN/RILEY COUNTY  
2000, revised May 11, 2007  
Committee members: Karen Mayse, Debbie Nuss, Hilary Esry**

**E-mail Policy**

All e-mail addresses will be updated with annual membership renewals.

Board member e-mail addresses will be available to all members through the membership roster. The membership roster shall specify on each page that this information is for internal LWV use only.

Broadcast e-mail to the membership should be used for official League business only. Ongoing League activities, programs, and announcements, from all levels of the League of Women Voters, are considered pre-approved for distribution. All other e-mail requires prior Board or President approval. All broadcast communications to the membership through e-mail shall also be sent through regular mail to members who do not have e-mail addresses, except in cases where timing does not allow for the use of regular postal services.

The League President is the only one who may speak for League, regardless of the form of communication.

Internal League documents and information not appropriate for the *Voter* will be distributed to members via e-mail or a special paper mailing.

Member e-mail capabilities and preferences will be obtained through a uniform tag-line on all official LWV e-mail that includes information on how to remove oneself from receiving LWV e-mails and informing recipients how to report problems: "The Board of the Manhattan/Riley County League of Women Voters uses e-mail for timely communication. If you cannot see parts of this message, wish to be removed from the League e-mail list or have other e-mail concerns, please send an e-mail to [current LWVMRC e-mail address] or contact the League President or *Voter* Editor."

Voting by e-mail may be conducted only by the President or, in the absence of the president, the 1<sup>st</sup> Vice President, and only for items that require action prior to the next regularly scheduled Board meeting. A simple majority of all Board members is required for approval or disapproval. The President or 1<sup>st</sup> Vice President shall fully inform all Board members about the results of any e-mail vote prior to acting on the vote. Results of e-mail voting shall be reported at the next board meeting and recorded in the minutes.

Full membership e-mail voting should be considered after use of e-mail is more widespread.

**Web-Policy**

Full League contact information, including an e-mail address, will be published on the LWVMRC web site.

Substantive changes to the web site should be approved by the Board.

The web site will utilize voter education information provided by LWVUS and LWVK. The Board will approve all other links for state and local campaign information. The *Voter* will be posted on the LWVMRC web site and will be sent by e-mail to all persons willing to receive an electronic copy in lieu of a paper one.

Information about voting records of elected officials may be included on the web page if the information is accurate and reliable, conforms to the League's non-partisan policy, and does not require purchase. Such information, if purchase is required, may be put on a members-only section of the web page if the Board deems it cost-effective and worthwhile for membership.

**E-mail and Web Site Administration**

The board will appoint administrators and backup administrators to manage the LWVMRC web site and official e-mail. Administrators shall ensure that their backup persons are fully trained and kept up to date so the backup may assume full responsibility should the administrators be unable to fulfill their duties. Either the administrator or backup person shall be a member of the board.