



Oakridge Neighborhood Association Board Email Policy

Important official communications are often delivered via email. As a result, Board Members of the Oakridge Neighborhood Association (ONA) with email accounts are expected to check their email in a consistent and timely manner so that they are aware of important announcements and updates, as well as for fulfilling business- and role-oriented tasks.

Board Members are also expected to comply with normal standards of professional and personal courtesy and conduct.

Board Members must not utilize email in any way that may be seen as insulting, disruptive, or offensive to other persons, or harmful to morale. Examples of forbidden transmissions include sexually-explicit messages, cartoons, or jokes; ethnic or racial slurs; or any other message that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, religious beliefs, or other personal characteristics or circumstances.

Appropriate Use of Email

Board Members are encouraged to use email to further the goals and objectives of the ONA. The types of activities that are encouraged include:

- Communicating with fellow Board Members, advertisers, and contractors within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.

Email Guidelines

The following guidelines should direct Board Member's use of email communications:

1. Email should only be used to inform.
2. When a decision must be made between meetings, the President shall call a special session to allow the Board to meet and decide an issue. A vote shall not be conducted via email unless previously anticipated and voted upon to allow such email vote. The only exception to this rule would be voting on something like a resolution where time is of the essence and the likelihood of debate is minimal. However, it may take more time to get a unanimous consent vote with email than to just meet the legal way.
3. Using email to express opinions on contentious issues shall be strictly prohibited. Disagreements between Board Members shall be handled offline via face-to-face or telephonic meetings.
4. No Board Member should instruct the Board to take action via email without the vote of the Board authorizing such direction. Directors can email the President to request information or have an item placed on the next Board Meeting's agenda.

If a Board Member fails to follow these policies, the member may be disciplined per Section 6.2 of the Bylaws.

Email policy derived from:

<https://www.eidebailly.com/insights/articles/2017/5/sample-email-policy-for-nonprofits>

<https://www.forakergroup.org/index.php/resources/presidents-letter/boards-email-and-texting-its-time-to-establish-norms/>