

**SKNBC  
EMAIL POLICY  
2/23/12**

This policy should be given to all new SKNBC reps and others using email to communicate with SKNBC.

### **SKNBC Email Groups**

The SKNBC Charter says:

*SKNBC shall maintain an egroup for communication among the representatives. Only current representatives may be members of this egroup.*

SKNBC keeps two email lists. The first, the one referred to by the charter, is [sknbc@googlegroups.com](mailto:sknbc@googlegroups.com). This is sometimes referred to as the “private list.” Email sent to this list goes only to official SKNBC representatives. You can tell when an email has been sent to this list because the email subject line will be prefaced with {SKNBC - private}.

The second group, [SOkno2@googlegroups.com](mailto:SOkno2@googlegroups.com), is sometimes referred to as the “public list.” It goes to current and past representatives, elected officials, and others who need to keep up with SKNBC meetings, etc. (E.g., David Massey, Neighborhood Coordinator for the City of Knoxville). The email subject for emails sent to this list will be prefaced with [sokno].

### **Using Groups**

Meeting guidelines developed at the 2/18/12 retreat also apply to email discussion. Those are:

- Limit off agenda discussion
- Address issues (don't criticize people)
- All ideas have value
- Support everyone's right to be heard and encourage participation
- Check for understanding (reflective listening)
- Share responsibility
- Respect each other
- Have fun

SKNBC reps should always be conscious of which group they are using, and careful that the appropriate material is sent to the appropriate group.

The public group should be used primarily for announcements. All meeting announcements should be sent to this group, along with meeting minutes and agendas.

All other business (discussions, votes, etc.) should be sent to the private group.

An announcement of the next meeting date should be sent by the recorder to the public group on the day following a meeting so that everyone can put the date on his or her calendar. The announcement will be sent again when the agenda is distributed.

### **Voting and Decisions by Email**

The SKNBC Charter says:

*Business that MUST be transacted between meetings may be done by email vote.*

Note that email votes are only appropriate if a decision MUST be reached between meetings and there is no opportunity for face-to-face discussion.

Since all representatives are on the email groups, a quorum is assumed present for any email vote. To pass, an email vote requires a majority of those voting.

When a vote or other feedback is requested, the person initiating the request should include the cutoff date for replying; e.g. "all votes must be in by 5 p.m. on Friday, March 7."