

Email Procedure for SHCA board Members For adoption 2008

Preamble:

Email has become an efficient and fast way to communicate. As a board member of the Sandy Hook Community Association it is important that you try to follow some simple rules in order that association business can proceed smoothly and without frustrations to other board members.

1. Sending – Initiating:

- a. Send the FIRST message on ANY new subject to ALL of the board so all are kept up to date on association activities.
- b. For an initial email to go to all use the board email of sandyboard@sechelt.net. This automatically goes to all the current board. If you are going away for a prolonged time and do not want to have these emails coming in –advise the webmaster. If you change your email address be sure and advise.
- c. **Response Required** – mark any matter where a vote or opinion is needed from the board by clearly putting this at the start of the message or at the very end. These can be on day to day affairs such as the changing of the date of a meeting or they might be critical such as a motion or request to do something prior to a meeting.

2. Sending – Replying

- a. You are **expected** to reply to ALL email tagged “Response Required”.
- b. If you fail to respond to a “Response Required” email then when the matter is assessed your vote – **an abstention – shall be recorded as in favour.**
- c. Other Items– without the “Response Require” tag unless a response is heard to the contrary, the lack of a response shall be accepted as agreement or receipt or at least no complaint about an item.
- d. To reply to all – Use the Reply to All tab in your email program.
- e. It is a courtesy to the originator of a sandyboard email when you respond to go up to the top of your reply email and delete the original sender’s email address (highlight and either hit the Delete Key or right click and select Delete). This way all the board still get the response but the original sender does not get duplicates.

3. Receiving:

- a. Check your email, if possible, at least every second day (that is probably less than you check you postal box!). With “Response Required” emails the **sender will be expecting action on that schedule.** Sooner is always better though to clear up a matter.
- b. To be more specific about the “Response Required” reply schedule. Responses will be expected within 48 hours provided that 48 hours includes one weekday within it. So an email sent on Wednesday afternoon should have replies in by Friday afternoon. An email sent on a Saturday though would not require replies until Monday afternoon.

c.

4. Absent?:

- a. If you are going to be away then send out an “Information Only” email to the board to so advise them.
- b. If you are away and a vote comes up then the count for a majority will be reduced accordingly so as not hold up business.

