

WHEREAS, the Northeast Section of the Ohio Water Environment Association (NESOWEA) is a section of the Ohio Water Environment Association (OWEA) which is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

WHEREAS, NESOWEA relies upon accurate policies and procedures to help govern the organizations and maintain consistency in responses to questions, inquiries and practices; and

WHEREAS, Policies and Procedures (P&P) shall be considered living documents subject to revision based on experience and the changing environment of NESOWEA, OWEA and WEF and for which NESOWEA wishes they be maintained in an accurate and up to date manner.

WHEREAS, the NESOWEA relies on email as a form of communication among members of the Executive Committee (EC), with its members, those external to the organization, and with other clean water organizations to communicate information; and

WHEREAS, it is recognized that e-mail is a form of communication. E-mail is not confidential in nature and may be subject to potential abuse by those who rely upon it. Hence, the use of email must be used with good judgment and discretion with thought on how it may impact the intended (and unintended) audience. E-mail can be forwarded with the click of a button and has the potential to be taken out of context.

THEREFORE, NESOWEA has adopted the following policy;

POLICY

- I. E-mail shall be used for discussions where it is not practical to meet or use the telephone to share general information.
- II. E-mails shall not be used for debate or to discuss sensitive issues. They shall be written in a professional manner, and shall not violate the OWEA code of ethics, mission statement or knowingly threatens OWEA's non-profit status.
- III. E-mails shall not be written as blasts to large groups of people to lobby for support on an issue or against members of the EC and/or other parties.
- IV. E-mails shall be written as discretely as possible to as few people as is necessary. Replies to emails shall generally be "reply" as opposed to "reply to all."
- V. The tone of all e-mail shall be supportive of the OWEA and the WEF, its Executive Committee, its members, private individuals and other organizations.
- VI. Emails received by public utilities or sent by public utilities should be considered to be publicly available documents under Ohio Law. This means that it has the potential to be quoted in a newspaper or on television.