**Shared Email Process:**

1. Each board member will be provided with a CB email address [jdoe@chapmanbeach.org](mailto:jdoe@chapmanbeach.org) which that person would add as a new account to their existing mail server.
2. Persons with these addresses should copy all BOD members when emailing anyone else with a CB address or any other person such as a contractor or any district member. The CB address should not be used for personal use.
3. Once a CB address holder sends or forwards an email, that email goes to the addressee(s) and automatically goes to a viewable shared mailbox on our website. This will be accomplished by a second domain attached to our .org site called [email.archive@chapmanbeach.org](mailto:email.archive@chapmanbeach.org).
4. On our .org site there will be a link/button which anyone can click on and see all emails as they are chronologically received. Once loaded the system will not allow them to be removed or deleted.
5. If someone other than a CB address holder sends a CB address holder an email, that email is read by only the addressee and does not go any further. The addressee should then forward/send to all CB address holders and it will be sent on to the shared mailbox as in 3 above.
6. If an email from someone other is received that is rude, slanderous, or sent in error the addressee(s) would simply not send it on. FORWARD/REPLY/SEND is what automatically triggers content to the viewable site.
7. We would still direct members to the ‘Contact Us’ portal and when I, as the webmaster, forwards the message on to the board, as I do now, it will go to the shared mailbox.
8. One rule we would need to put in place is anything going to or coming from our lawyer would not be subject to the above process. This would be a rule associated with our lawyer’s email address. We would then put any of those emails that must be shared on the shared mailbox

**Practices going forward:**

1. Emails should be limited to scheduling or rescheduling board, special, or committee meetings, work parties, events, or constructing agendas.
2. Conducting business is not allowed in any form. Committees can plan a meeting but cannot make any decisions on activities or direction. Everything must be done in open sessions.
3. Dialogue must always be professional, respectful, and relevant to the district. Anyone will be able to see what you write.
4. No dialogue regarding district business can be conducted on your personal email accounts or messaging. All district work, motions, and decisions will be done in the open meetings only.
5. Anything you want to discuss or propose in a meeting must be added to the agenda 24 hours in advance of any meeting.

**Purpose:**

1. This system will promote an open transparent form of communication
2. With this process in place there should be no call for further FOIA requests
3. We have been advised to put a process like this in place by both of our lawyers for a number of years

1/22/2022