

Norwood Village Policy Statement

Village E-Mail Account

Statement of New Policy, approved by the board March 9, 2010

References: None

Policy Statement – Use of Village E-Mail Account

The village has acquired an email account at NorwoodVillage@gmail.com.

The account is intended to provide members and others a way to contact village officials, the village a way to respond to inquiries and to contact members with official notices, announcements, billings, and other information of interest to village members.

- To respect our members' desire to avoid spam and to maintain the credibility of the email address, items sent to the village mailing address lists will be limited to official business of the village such as meeting notices and announcements of general interest, billings, safety/security announcements that could affect the members, and other items determined to be appropriate by the board.
- Emails addressed using distribution lists will be addressed using the 'bcc' field. This protects privacy by hiding address information for other recipients.
- The distribution lists will not be used for advertisements or other personal purposes.
- Individual messages may be sent to members to respond to inquiries, send billings and for other appropriate reasons as determined by the board.
- Addresses will be added to distribution lists if the member provides the address to the village.
- We will accept addresses for individuals from outside Norwood Village for addition to our neighborhood security lists only; they will not receive routine village mailings.
- Addresses of members will be removed from distribution lists after two bounces or if they request removal.
- Email addresses will be used only for Norwood Village purposes and will not be shared with anyone outside the Village.

Policy statements do not amend policies outlined in the By-Laws and Covenants. They are statements of how the board understands and intends to apply those policies and includes any procedures that may be required to implement them.