



Approved
Board of Directors
October 25, 2016

EXHIBIT

GVR Communications Policy – Director Email Policy

Overview:

At its September 27, 2016 meeting, the Board of Directors approved a comprehensive Communications Policy with the understanding Corporate Policy Manual (CPM) Section X – Miscellaneous; Subsection 1 – Communication Policy; Sections B.5.c. and B.6 would be revisited by the Board Affairs Committee.

Recommendation:

Board Affairs Committee recommends the CPM be updated by amending Section X, Subsection 1, B. 6. f. and moving it to Section X, Subsection 1, B. 5. c. as follows:

SECTION X – MISCELLANEOUS

SUBSECTION 1 – COMMUNICATION POLICY

B. MEMBER COMMUNICATIONS

5. Email Communications with Members

c. GVR Board of Directors Email Policy

To facilitate communications among GVR Board Directors, GVR’s Board-approved “Email Policy” provides each member of the Board of Directors with an official GVR email address, which is to be used solely for governance-related communications between Board members and GVR staff only.

A generic email address for members to communicate electronically with the Board of Directors (board@gvrec.org) is posted on the GVR website and published in each GVR Now! Newsletter. Emails addressed to the Board shall be reviewed by the CEO and the

designated GVR Email Administrator who shall archive all such email messages, forward them to the Board President, and copy other Directors. Any director who receives a communication in a personal non-GVR email account that concerns GVR business and/or Board matters shall forward same to the CEO for review and if appropriate, archiving by the GVR Email Administrator.

It is the policy of the GVR Board of Directors that individual Board members shall not use email to discuss, debate, or make policy or operational practice statements related to GVR whether in response to a member's comments or for any other purpose except as may be specifically authorized by the Board.

Messages concerning GVR business and/or operations addressed from a GVR Director's personal email account are prohibited.

SECTION X – MISCELLANEOUS
SUBSECTION 1 – COMMUNICATION POLICY
B. MEMBER COMMUNICATIONS

6. Prohibited Email Communications

The following email communications by GVR's Directors, members, employees, and volunteers are strictly prohibited:

- a. Messages containing offensive language, including, but not limited to, defamatory, racist or obscene remarks
- b. Messages intended to or that would cause a reasonable person to be alarmed, annoyed or harassed
- c. Messages containing an attachment that is from someone other than the member sending the email
- d. Any attempt to disguise the sender's identity or an email with an anonymous sender
- e. Potentially damaging messages, including but not limited to, mass or commercial messages, spam, and messages containing viruses
- ~~f. Messages concerning GVR business and/or operations addressed to a GVR Director's personal email account~~
- g. Personal emails using a GVR email account