

Proposed GPNA Email Protocol

- Emails sent through the website or otherwise to the GPNA main email account will be forwarded to all GPNA officers.
- The president will be responsible for replying or designating another board member to reply by email to the officers. Relevant officers can also reply to the officers to say they will respond.
- All board members should be BCCed on responses to official GPNA emails that would be of interest to the full board.
- The president will reply to the board members to let them know if they do not feel the email warrants a response. If there is disagreement among the officers, they can work together to reach consensus, or if any officer prefers to bring the matter to the board, the matter shall be brought to the full board.
- *GPNA officers and board members will have dedicated GPNA email accounts; officer accounts will be designated by position and not individual. Board members should conduct GPNA business through these accounts and forward or CC these accounts on personal emails as relevant. These emails do not need to be forwarded, nor are board members required to share these emails with the full board, but it is a general good practice.*
- All emails that have not been approved by a vote of the full board should be signed by the individual officer or board member, not the board itself.
- In the event that after an email is sent, some board members disagree with the content of the email, they should raise this issue with the board and specifically the author of the email. Board members are always free to contact neighbors to correct incorrect statements or clarify their personal positions.