

## Abstract

This document contains the code of conduct for proper handling of email lists gathered by/for NAs. It applies to all NA officers, city employees, and other individuals entrusted with such email lists. It is intended to augment any other existing guidelines. If there exists municipal code, other legislation, or a city operations document on some portion of this code of conduct, the municipal code, legislation or city operations document takes precedence but does not replace the remainder of this code of conduct.

## Discussion

During normal operations, NAs gather email addresses from members of the community. When any individual acting on behalf of the NA collects an email address, any information gathered is considered to be part of the NA's email list. Any such list is a valuable asset to the NA and is owned by the NA, not by the individual who collected the email address. The NA officers and any other city employee who gains access to the list are expected to follow this code of conduct. The code of conduct is designed to protect and enhance the email list to best serve NA communications, and a key guiding principle is to ensure that the list is used only for official NA communication or the explicit purpose stated when collecting the email addresses.

## Code of Conduct

When acting on behalf of a NA, I will:

1. Utilize existing NA email lists solely for official NA and city communication.
2. Never share email addresses or other information from these lists for any other purpose.
3. Strive to add new email addresses and grow the list for the stated purpose of official NA communication.
4. Protect the email list and treat it as a valuable asset; also protect paper copies, such as meeting sign-in sheets if they contain email addresses.
5. Maintain the list by adding email addresses, deleting email addresses, and correcting mistakes as desired by the email recipients on the list.
6. To the extent possible, make it easy for an individual to subscribe or unsubscribe.
7. Send only official NA communication to the email list (Appropriate uses include: advance notice of NA meetings, minutes from meetings, and event announcements of general interest to the NA. Inappropriate uses include attempting to subvert open discussion by stating opinions, commercial advertisements, advising how to vote on an issue, political points of view, and internet chain letters. These examples are not intended to be an exhaustive list.)
8. Send messages in a way that does not expose individual email addresses for others to see.
9. Transfer the list or any relevant details about how to access the list to a successor officer when I no longer represent the NA. I will strive to make it a smooth and prompt transition.
10. Permanently delete any back-up or personal copy of the email list when I no longer represent the NA.