

INC Email Policy: INC does not provide bulk membership data, including names/house or email addresses/etc., to anyone outside the Executive Committee and Committee Chairs. Members of the EC and Committee Chairs may not use the membership data for personal use, nor may the EC or Committee Chairs distribute bulk membership data to anyone outside of the EC or Committee Chairs. INC sends all bulk email communications using the Blind Courtesy Copy (BCC) mechanism.

Email substance	Source	Email / Publish?	Exception	Notes
Information about activities that directly affect Denver's neighborhoods	Any	Both		Attempt to distribute "pro" and "con" information in same communication. At minimum, provide notice with communication that opposing viewpoints will be communicated, if submitted.
Actions proposed by City elected or appointed officials and those City employees who have the authority to implement City policy and procedures	From denvergov.org or ci.denver.co.us, dpsk12.org	Both	Reliable source outside of administration; e.g., member of board or commission, published / aired news article, etc.	Ditto "pro" and "con" communication.
Free-to-Attend Event	RNO	Publish		Neighborhood events; e.g., picnics, neighborhood-wide garage sales, etc., are more appropriate for "Around the City" portion of the newsletter.
Free-to-Attend Event	City / Other than RNO	Both, as applicable		An event that is of a citywide nature or has citywide implications can be both published and emailed; the latter especially if it's time sensitive. Things that are site-specific; e.g., a park dedication or alley clean-up are more appropriately handled in communications from Council persons.
Fee-Based Events	Any	Publish		Fund-raising events; e.g., house tours, wine tastings, etc., are more appropriate for "Around the City" portion of the newsletter.

Messages that do not clearly fall within those boundaries will be circulated to the INC EC and Committee Chairs to determine if there are any objections to the communication. If no member objects to the message within 24 hours, it will be emailed / published (as requested by sender). If a message intended for such communication is rejected, the EC Chair will provide an explanation to the sender.

Subject to approval by the EC board, and consistent with achieving the goals of this policy, authority to send messages may be delegated to other EC members, as necessary.