

# Bear Creek Watershed Association Policy

Approved January 14, 2015, Updated January 15, 2018



## BCWA Policy 5 - Meeting Attendance & BCWA Distribution List

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### Statement of Basis and Purpose

The Bear Creek Watershed Association distributes all agenda and watershed information electronically. The manager maintains electronic distribution list(s) of all membership entities and participants, along with other interested parties or agencies requesting placement on the distribution list(s). The Association manager manages these electronic distribution lists.

The Association established this policy to verify continued interest in receiving monthly or other information from the BCWA: The policy clarifies that members in good standing will receive the electronic distribution information regardless of meeting attendance record.

### Policy Statements

1. The BCWA maintains electronic distribution list(s) of recipients for dissemination of Association agendas, materials, reports or other items of relevance.
2. The manager will maintain a distribution list of general BCWA membership entities, participants and others with mailing list status. The manager will maintain a separate list of BCWA Board members (designated representatives).
3. At the direction of the Board, the manager will maintain distribution lists of selected membership entities and/or participants for topic specific distributions.
4. All members of the BCWA in good standing (paid cost share) will receive electronic agenda information and all other electronic information as appropriate, regardless of meeting attendance.
5. The BCWA Board may elect to limit this distribution of information for those who do not attend regular meetings or are not in good standing of the Board or BCWA.
6. At the discretion of the BCWA Board at a regularly scheduled meeting, the Board may remove participants from the BCWA distribution mailing list after they miss 4 consecutive BCWA meetings and/or fail to notify the BCWA manager in an email of the desire to continue receiving information from the BCWA on an annual or otherwise basis.
7. Those on the general BCWA electronic distribution list, who are not members or participants, that are receiving monthly distributions of information and do not attend the Board or other BCWA meetings maybe required to furnish an email to the manager that states a continued interest to remain on a distribution list. The manager will make an annual assessment and notify those on general distribution list who did not attend BCWA regular meetings to provide a statement of continued interest to receive electronic distributions.