

MOTION

251-GV02: Revised Board Email Policy

Date: February 13, 2025

Submitted by: Overby and Brown on behalf of Governance

Coordinated with: ACBL President and Chair of Governance

Purpose: To approve revision of the Board Social Media Policy

	Requires Change in Codification
	Requires Change in CDR
	Requires Change in Bylaws
	Requires Action Item
	Specify Attachments to be Included in the Minutes:

Moved that:

The revised Board Email Policy be approved by the Board.

Proposed Board Email Policy

This Policy outlines the appropriate use of the corporate email addresses provided to members of the ACBL Board of Directors and to the Chair of the Advisory Council (AC). Its purpose is to foster professional, secure and compliant communication.

Corporate email addresses should be used exclusively for Board-related business and for bridge-related communication with membership. Personal email, text and phone should be used for all other communication.*

The dissemination of confidential and sensitive information increases risk and legal liabilities. It is best not to share such information outside of corporate email communications.

To protect the Board's time, and to ensure accurate and consistent messaging, the ACBL Board President or designee will respond to external complaints and concerns sent to the entire Board via corporate email. The President or designee will ensure Board members receive the responses.

All email communications should be professional, courteous and respectful. Violations to email protocols may result in referral to the Board Oversight Committee as outlined in the Codification.

Policies will be reviewed and updated periodically by the Board of Directors to ensure continued relevance and effectiveness.

*Reference the Board Social Media Policy for mindful social media decorum.

Adopted: _____

Effective Date: March 13, 2025

Estimated Cost/Savings: None

Discussion:

This revised Board Email Policy replaces the current Protocol (current Protocol shown at conclusion of this Discussion) last updated in 2021. A revision was tabled by the Board in 2024.

The Policy aims to ensure the professional, secure and compliant use of corporate email addresses by Board members and the Advisory Council Chair.

Key updates:

- Eliminates the requirement for prior approval from the President to send Board-wide emails.
- Stresses the importance of confidentiality and minimizing risks associated with email communication.
- Establishes the Board President or designee as the primary point of contact for external communications addressed to the entire Board.
- Clarifies that disrespectful communication may result in disciplinary action as outlined in the Codification.

The following are under the purview of management as requested by the Board in Q1 of 2024, and are removed from the Policy and will be referenced in the Board Resource Manual.

- Board email accounts are cleared of previous communications upon transfer.
- Limited access to email history is maintained by management for legal and compliance purposes. These actions are now ACBL Policy as requested by the Board in Q1 of 2024 and will be referenced in the Board Resource Manual.

Procedural or how to information such as email subject line recommendations - “Response Requested” or “For Information Only” - are removed from the Policy and will be referenced in the Board Resource Manual.

The Policy will “live” on the Board Resources page of the OneDrive and in the Board Resource Manual.

Current Board Email Protocol

ACBL headquarters provides Board members with a corporate email address; i.e., districtXdirector@acbl.org or regionXdirector@acbl.org. The assigned email address should be used for Board-related communication only. Personal email, text or phone should be used for all other communication.

When a new Board member assumes the email address of his or her predecessor, the account contents are archived and deleted from the email history. This gives Board members an expectation of privacy while providing Management with the ability to “see” email history mainly accessed for litigation purposes only.

To streamline the email process, it is strongly encouraged that Board members seek the approval of the ACBL President or the appropriate Committee Chair before sending an “All Board” email. Adding “For Information Only” to the subject line and using bcc reduces or prohibits response.

Bcc can include members of Management, the Advisory Council Chair and all Board members. It is important to be cognizant of who receives emails.

Board members should be respectful of staff time and direct questions to a Committee Chair, the appropriate Executive Team member or the Administrative Coordinator.

Updated: December 2021

