

# Electronic Communications Policies

The Oregon State Bar Member Services Department provides electronic communications such as broadcast e-mails and list serves to bar groups. These groups consist of sections, committees and local/specialty bar associations. These services provide cost-effective communication methods to disseminate information regarding CLE seminars and group activities.

## Broadcast Email

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Broadcast e-mails are for official section, local/specialty bar association and committee business only. A typical broadcast e-mail announces meetings, CLE seminars, conferences, symposiums or networking opportunities. Broadcast e-mail services from the Member Services Department are not available to express political views, job announcements, solicitations to OSB members to join sections, or to purchase products.

The following conditions apply to the sending of broadcast e-mails:

1. Requests for broadcast e-mails must be received by Member Services a minimum of two (2) business days prior to distribution. Such requests must indicate the group(s) to receive the e-mail and the date by which the e-mail is to be sent.
2. The information to be sent must be in a single document, no more than one page in length and include a subject line.
3. Attachments are not included in broadcast e-mails, all text must be embedded in the body of the e-mail. However a link to a CLE brochure can be placed into the broadcast e-mail.
4. The broadcast e-mail text must designate the person who is to receive e-mail replies.
5. Section e-mails may include the sponsoring section and up to two additional sections for free. If a section e-mails to more than two additional sections, a charge of \$25 per additional section will be assessed. E-mails to the total bar membership are not allowed.
6. Local bar association broadcast e-mails may be sent to all lawyers in a particular county as well as surrounding counties.
7. Unless the broadcast e-mail is county-wide, local bars must provide a current list of members with the broadcast e-mail request.
8. Sections, committees and local/specialty bars utilizing broadcast e-mails to market a CLE seminar may send an initial announcement and no more than two reminders per seminar.
9. Bar committees may utilize broadcast e-mails for meeting notices, seminar announcements and legislative information.

All broadcast e-mail requests are subject to review and approval by Member Services staff.

## List Serves

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Upon request, the Member Services Department will create an Executive Committee or full section list serve or both. OSB committees may also utilize list serves.

The purpose of the list serve is to facilitate communication among members of the group. Note that list serves are a private list: participation is open only to members of the group who have e-mail addresses registered with the Bar. The list serves do not allow attachments. We suggest pasting the text in the body of the email or posting the document on a web page and sending a link instead.

Once established, each Section Executive Committee is responsible for monitoring their own section list serves and must work with the OSB Member Services Department to remove or change any members list serve status.