

# Communication Policies and Services

OSB Bylaw 15.9 below and the policies that follow advise section activity regarding Electronic Communication

Section communications are communications of the Bar and are subject to the requirements outlined in Articles 10, 11 and 12 of these Bylaws. All section communications must also comply with all bar communications policies. Section communications include, but are not limited to, CLE events and programming, newsletters, websites, blogs, social media pages, and section statements on listserves. The Chief Executive Officer has discretion to determine if section communications comply with this section. (OSB Bylaw 15.9)

## Broadcast Emails

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With the Section Chair's approval, the Member Services Department will distribute broadcast e-mails for official section business, to the section membership. A typical broadcast e-mail announces section elections, newsletters, or events. All broadcast e-mail requests are subject to review and approval by Member Services staff. Announcements for CLE programs are distributed through the CLE Seminars Department, as a part of Registration Services for Sections.

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

1. The OSB will not distribute emails expressing political views, announcing employment opportunities, endorsing products and services, or soliciting new members.
2. Member Services does not distribute broadcast emails for Section CLE programs. Sections must use the OSB CLE Seminars Department for [registration services](#) and distribution of section CLE announcements.
3. 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.
4. The information to be distributed must be sent in a Word document, and identify a subject line.
5. Attachments are not included in broadcast e-mails, all text must be embedded in the body of the email.
6. The section must designate a contact person to be listed on the notice.
7. If you wish to distribute an email to an OSB Section beside your own, please copy the additional Section's chair on your initial request to the Member Service Specialist. Emails to the entire OSB membership are not permitted.

## List Serves

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Upon request, the Member Services Department will create an Executive Committee or full section list serve.

The purpose of the list serve is to facilitate communication among members of the section. Note that list serves are exclusive to members of the section and do not permit attachments. For OSB List Serve FAQ's and Guidelines go to [https://www.osbar.org/mos/listserves/listserve\\_FAQ.html](https://www.osbar.org/mos/listserves/listserve_FAQ.html).

## Email Accounts

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Sections wishing to create an email account on behalf of the section must alert Member Services staff and provide the username and password for the account.

## Surveys

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The OSB Communications Department is available to assist OSB Sections with creating electronic surveys of their own membership. For more information, contact Dustin Dopps at [ddopps@osbar.org](mailto:ddopps@osbar.org).

For more information regarding Annual Election surveys, please contact Natalie Batiste at [nbatiste@osbar.org](mailto:nbatiste@osbar.org).

See OSB Bylaw Section 11.5(C) for more information regarding surveying members.

## Website Services

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A basic section web page is maintained for each section on the OSB website. This web page contains basic information about the section along with a roster. These pages follow a template design and are maintained by the OSB.

If a section chooses to create and maintain a full website, they may do so only through the Bar's Wordpress platform. The OSB will assist the section in creating a new site and provide training to section leaders for ongoing maintenance. Please note the following:

**Themes**—The Bar offers a collection of WordPress themes (e.g., templates) that are both mobile responsive and ADA accessible.

**Branding**—A visual connection with the Bar is readily established by adding the section's logo to all section websites. Sections are welcome to enhance this OSB branding with photos and/or graphics that speak to the practice area and reinforce the section's mission.

**Plugins**—The Bar provides a robust list of plugins that serve sections' needs and can be managed by the Bar. Akismet, Formidable, and RSS Aggregator are a few of the plugins we've installed for site-wide use, and we're open to adding others to this collection. We will check to make sure all plugins are current, and will work with the gallery of themes used on the platform.

**Hosting charges**—There is no charge for the setup and hosting of basic sites on the OSB Wordpress platform. The Bar will provide training at no cost for content maintenance.

**Content updates**—If you need ongoing assistance with site and content maintenance, our staff can help, and the charge is \$40 per hour. The section needs to appoint a web content editor to provide direction on site updates.

**Outside contracts**—If the section wants to outsource design or content editing to outside parties, contracts for these services must be reviewed by IT and approved by Nik Chourey, OSB Deputy General Counsel, at [nchourey@osbar](mailto:nchourey@osbar), ext. 363.

**Site closure**—If the section does not contribute or maintain content on the site during the course of the year, the Bar reserves the right to close the site after notifying the section.

Please contact Gonzalo Gonzalez, [ggonzalez@osbar.org](mailto:ggonzalez@osbar.org) or ext. 311, for assistance or information about section websites.