

Electronic Communications Policies

The Oregon State Bar Member Services Department provides electronic communications such as broadcast e-mails and list serves to sections.

Broadcast Email

Broadcast e-mails are for official section business only. A typical broadcast e-mail announces meetings, conferences, or networking opportunities. All broadcast e-mail requests are subject to review and approval by Member Services staff.

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.
3. Attachments are not included in broadcast e-mails, all text must be embedded in the body of the email.
4. The broadcast email text must designate the person who is to receive email replies.
5. 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

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

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.