

# Community Councils Center E-mail Policy

Approved April 19, 2017

## A Federation of Community Councils Policy

The Federation's Community Councils Center administers electronic mailing services for Anchorage's Community Councils. The purpose of this policy is to provide consistent and reasonable lead-times for submitting and mailing Community Councils' documents.


**Submitting Documents for Emailing:** Documents may be submitted to the Community Councils Center for emailing only by the Community Council's president or chair or a Council member the president or chair has designated in writing; a designation will stay in effect until rescinded in writing.

### Email Procedures:

1. Documents to be emailed should be submitted to the Councils Center one week in advance of the date they need to be emailed.
2. Documents will be emailed as soon as practicable after they are received at the Councils Center, usually within a business day or two, and definitely within a week. The Councils Center manager is responsible to assure that items are emailed within one week of when they are received at the Councils Center.
3. Attachments included for emailing must be free from viruses, in a Council Center compatible format, and of a reasonable size (not too big).
4. If a Community Council requests that an item be emailed on a certain date, the Councils Center manager will make reasonable efforts to meet the request and will inform the Council president or chair if the date cannot be met.
5. A Community Council may opt out of city-wide mailings by submitting an email "notice of opt-out" from the Council's president or chair to the Councils Center manager. The opt-out will stay in effect until rescinded in writing.

Federation of Community Councils Board of Delegates, Approved April 19, 2017

VOTE: Yes: 22 No: 0 Abstain: 0

  
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Bonnie E. Harris, Chair  
Federation of Community Councils