

**Policy Number: GP17**  
**Policy Type: Governance Process**  
**Policy Title: Board Use of E-Mail**  
**Effective Date: August 3, 2016**

The Board has the responsibility to use email in an ethical and lawful manner and in accordance with EWEB's Information Services Technology Acceptable Use Policy and Agreement. The purpose of this policy is to maintain EWEB's high standards of transparency and its ability to respond to the public.

EWEB Commissioners will use their EWEB-issued email accounts to conduct EWEB business. When a Board member receives an email on his or her personal account related to their service as a board member, they will send the email to their EWEB issued account, including any response or reply to the communication. Likewise, commissioners will not forward emails related to EWEB business that are received on their EWEB issued email account to their personal email accounts.

Commissioners will avoid using either personal or EWEB email accounts among themselves in a way that would violate Board Policy GP7, Board Policy GP8 and/or Oregon's Public Meetings Law, including but not limited to, email exchanges involving a quorum of the Board that decide on or deliberate toward a decision that may only be addressed in an open meeting of the Board.

Source: Information Services, Board Approved \_\_\_\_\_, Resolution No. 1620.

**RESOLUTION NO. 1620  
AUGUST 2016**

**EUGENE WATER & ELECTRIC BOARD  
RESOLUTION APPROVING BOARD POLICY GP17 BOARD USE OF EMAIL**

**WHEREAS**, the Eugene Water & Electric Board (EWEB) maintains a Board Policy Manual that contains governing policies for the Board of Commissioners; and

**WHEREAS**, the Board of Commissioners periodically reviews said policies and identifies required modifications or amendments to those policies; and

**WHEREAS**, the Board of Commissioners periodically determines that a new policy is required to adequately document the work or intention of the Board with regard to governance, Board-staff linkage, strategic direction or executive limitations; and

**WHEREAS**, the Board of Commissioners has reviewed the new Board Policy GP17, Board Use of Email Policy and has determined that it is appropriate and necessary.

**NOW, THEREFORE, BE IT RESOLVED** by the Eugene Water & Electric Board that the Board of Commissioners hereby grants approval of GP17 which will be reflected in updated Board Policies.

DATED this 2<sup>ND</sup> day of August 2016.

THE CITY OF EUGENE, OREGON  
Acting by and through the  
Eugene Water & Electric Board

\_\_\_\_\_  
President

I, ANNE M. KAH the duly appointed, qualified, and acting Assistant Secretary of the Eugene Water & Electric Board, do hereby certify that the above is a true and exact copy of the Resolution adopted by the Board at its August 2, 2016 Regular Board Meeting.

\_\_\_\_\_  
Assistant Secretary