

Pacific Yearly Meeting Email Distribution List Policy

This policy was approved at Representative Committee meeting on March 5, 2022: Minute RC 2022-03: Policy for Email Lists

Policy on Email Lists

Definitions

An email list is a technology that allows a person to send an email message to many email addresses at once by sending it to a single group address. For example, if we had personal email addresses for Margaret Fell, the Public Universal Friend, and Bayard Rustin (e.g., margaretfell@gmail.com, puf@aol.com, bayardr@earthlink.net), we could add these personal email addresses to an email list with the address examplelist@pacificyearlymeeting.org so that someone could send a message to all three of these Friends simply by sending an email to examplelist@pacificyearlymeeting.org.

There are two types of email lists: **announcement lists**, which allow one-way communication of information, and **discussion lists**, which allow back-and-forth conversation.

Email lists in Pacific Yearly Meeting

The Pacific Yearly Meeting (PacYM) Communications Committee will create and maintain email lists using information from the PacYM communications and membership database. These lists are intended to strengthen our community by enabling Friends with similar ministries to communicate with each other and by helping PacYM officers and committees to share important information with the yearly meeting body.

Only appropriate PacYM officers, committee clerks, and PacYM employees can send emails to **announcement lists**, using their official PacYM role-based emails. PacYM Friends will be included in these lists on an **opt-out** basis; everyone who has an email address listed in the communications and membership database and has consented to receive emails pertaining to the yearly meeting will be automatically put on relevant announcement lists, with the option to unsubscribe given at the bottom of each message. Examples of announcement lists include:

- A list of clerks, co-clerks, and clerking teams of monthly meetings
- A list of monthly meeting representatives to Pacific Yearly Meeting
- A list of parents with children under 18 and other Friends who sometimes accompany children under 18 to PacYM events

Discussion lists allow anyone who is on the list to send emails to the list. Friends will be included in these lists on an **opt-in** basis; an appropriate PacYM officer, committee clerk, or employee will send an invitation to Friends identified in the communications and membership database (or otherwise self-identified) as potentially having an interest in participating. Those that do choose to join will then be added to the list, with the option to unsubscribe given at the bottom of each email if they change their mind. Examples of discussion lists include:

- A list of Friends leading children's education or first day school at their monthly meetings

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- A list of Friends leading peace and social order ministries at their monthly meetings

Friends are asked to “clerk themselves” when composing emails to discussion lists, caring for the community by considering whether the content is kind, necessary, true, and relevant to the particular list. Guidelines for use of discussion lists may evolve as we gain experience with them.

Communications Committee will receive requests from PacYM officers, committee clerks and employees and discern with the person making the request whether an email list is appropriate. Communications Committee will create new lists as needs arise, being mindful of whether proposed lists are relevant to the yearly meeting, expected to remain relevant long enough to justify their creation, and within the committee’s energy to create and maintain. Communications Committee will also lay down or merge lists as needs change.