

Email Policy and Guidelines

POLICY

The MLA e-mail notification system was established to keep the membership informed, on a timely basis, about Association events and initiatives. Appropriate use will be ensured in order to avoid attenuation of the system. There is a concern that if there is excessive use for marginally relevant purposes, e-mail messages will not be read by our members and it will become a less effective means of communication.

Notices for outside organizations may be circulated to the membership if the information is relevant to the practice of law or of benefit to the membership.

Requests for use of the e-mail notification system of non-MLA events will be reviewed to ensure appropriate use is being made of the system. The MLA Executive reserves the right to restrict or deny circulation of any notice that falls outside the scope of this policy.

Furthermore, unauthorized use of the system is prohibited and action may be taken against any individual or organization using the system without the approval of the Association.

The following non-MLA notices may be circulated without further review by the MLA Executive:

1. The publicized event is of interest or benefit to MLA members. For example, UWO Faculty of Law Distinguished Speakers seminars.
2. The publicized event is not sponsored by the MLA, but is being organized or presented by a professional organization the membership of which consists of lawyers. For example, seminars presented by the Advocates Society or the Canadian Bar Association.
3. Obituary notices upon the death of former or current MLA member or local judge. (added October 2005)

The following non-MLA events will not be publicized via the e-mail system:

1. Notices of an advertising or for-profit nature.

Any requests not falling within these categories will be decided on a case by case basis by a member of the Executive Committee.

GUIDELINES

1. All text should be submitted in the body of an email, not as an attachment. Text sent in an attachment may be from a program that is incompatible with our system or conversion will require significant staff time to reformat it.
2. If the information must be submitted as an attachment, the sender must give a summary of the highlights in the body of the e-mail so that the entire message plus attachment can be forwarded as received. Some recipients will not be able

to open the attachment or will not want to bother opening it, so pertinent information must be in the body of the email also. Staff time will not be allocated to transcribing the text into the body of the email.

It is recommended that e-mails with an attachment in *.pdf* format include a link to the Adobe web site in the body of the email so interested parties can download the program required to open the attachment.

3. Where appropriate, outside organizations circulating notices must include a contact name and number at the beginning of their e-mail so that interested parties are not calling the Middlesex Law Association for further details.

Revised by the Board of Trustees, January 12, 2012