

Email Rules of Thumb

Now that you are using Outlook emails, concern about emails not 'hitting the City server' are diminished.

Some Email Rules of Thumb:

- Use your PBIA Outlook email account for all emails regarding PBIA business.
- Be aware all emails you write or receive in Outlook are subject to public disclosure.
- So, if you don't want it published in the newspaper, don't write it in an email.
- Under the Open Public Meetings Act (OPMA) all deliberation of the Board needs to take place in an open public meeting. Thus avoid online "meetings":
 - Never hit "reply all."
 - If you wish to forward a message to the entire board, send it to the staff liaison with a request to forward to the Board.
 - Avoid serial meetings, meaning don't talk to a couple board members about a topic in one email chain, and then a couple different members about that topic in another chain, etc.
- It is best to keep email exchanges between yourself and members/public to a minimum.
- If it is a member/public comment on an issue involving PBIA, all board members should have equal access to it. If someone is talking to you or writing you about PBIA business, it is okay to politely ask them to put their comments in writing and address them to the full Board, c/o of the PBIA liaison so the liaison can ensure all PBIA board members see it, or they can speak directly to the Board during public communications. This person will appreciate the acknowledgment of the importance of their opinion being heard by all. If the issue is really about administrative matters, such as when will such-and-such an issue be on the agenda you can simply forward them to the liaison; It's not necessary for all of PBIA to see these types of comments.
- The City does not want Outlook inboxes forwarding to your personal account.
- Check your Outlook account regularly. This is where emails from the staff liaison, including links to your agenda packets, will go.
- For assistance, contact the IT Service Desk at (360) 753-8774, M-F from 8:00am to 5:00 pm.