## **Procedure for mailing lists**

The ISOC Board of Trustees conducts at least some of its business via electronic mailing lists. This procedure covers such lists.

## 1. Board of Trustees

Board members and Officers shall be subscribed to the ISOC Board of Trustees list. Additional individuals may be subscribed to the Board mailing list if there is no objection among the Trustees or by a motion. The list shall be regarded as confidential.

## 2. Board committee mailing lists

Each Board committee shall have a mailing list. Members of the committee shall be subscribed to the mailing list. Additional individuals may be subscribed to the committee mailing list at the request of the chair of the committee. Committee lists shall be regarded as confidential unless otherwise designated.

## 3. Other Board mailing lists

The Board may authorize the creation of additional mailing lists as the Board determines. When creating an additional mailing list the Board will determine the membership of the list and if the list shall be regarded as confidential.