



## CITY OF MADISON INFORMATION TECHNOLOGY

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### Boards, Commissions, and Committees Email Address Policy

#### Purpose

The purpose of this document is to outline the various naming conventions that Boards, Commissions, and Committees (BCC) should employ when creating a general email address. A general email address refers to an email that is set up specifically for that BCC and is only accessible to those that staff that BCC. All City of Madison BCC's must have an email address made available to members of the public for submitting written comments. If a BCC does not have a general email address, a staff member will need to submit a request to create one.

#### Naming Conventions Policy

The following policy outlines the conventions for naming BCC general email addresses. It is ultimately up to BCC staff on what the email is requested to be, however, a few guidelines should be followed. These guidelines include:

1. If the BCC name is twenty (20) characters or less, write out the name in its entirety for the email address. For example, "Personnel Board" can be [personnelboard@cityofmadison.com](mailto:personnelboard@cityofmadison.com).
2. If the BCC name is longer than twenty (20) characters, abbreviate the name using the first character of each word. For example, "Affirmative Action Commission" can be [aac@cityofmadison.com](mailto:aac@cityofmadison.com).
3. Do NOT incorporate a City agency into the email address. For example, if the BCC is staffed by employees of the Police Department, do not include "Police," "Police Department," or "PD" in the email address.

#### Request Policy

Only authorized users are permitted to request the creation of a BCC general email address. Please contact the IT Help Desk via email to submit the request: [helpdesk@cityofmadison.com](mailto:helpdesk@cityofmadison.com).

The request will need to contain three items:

1. The name of the email address.
2. The type of email address. BCC's will use a shared inbox and not a distribution list. See below for more information.
3. The list of BCC staff that need access to the email inbox.

## Do Not Use Distribution Lists

The following are reasons not to utilize an email distribution list per recommendations from the City Attorney's Office:

1. Not everything needs to go to all members of the body (e.g., a request for the meeting link; request for copies of the agenda; where to park when attending in person; etc.). Essentially, messages that do not pertain to agenda items or positions of the BCC should not be sent to members of the body.
2. For legal purposes, granting members of the public unfiltered access to members of the body can create potential public records violations. All emails sent to the members on an agenda item prior to, during, or after a meeting will need to be attached to the appropriate Legistar record.
3. Additionally, if a member of the public emails the members directly about something on the agenda and someone mistakenly hits "reply all" this would constitute an open meetings violation. Having these items filtered through staff lessens the chance of these violations from occurring.