

Instream Flow Council List Server Policy

The IFC list server has become a very useful tool enabling members to share information and help each other with instream flow issues. This policy describes how the list server will be managed by the IFC. It is intended to impart consistency while retaining a reasonable amount of flexibility.

- 1) The President or his/her designee will work with the list server manager to ensure that the system works properly for all members, and that membership and email addresses are updated in a timely manner.
- 2) Regional Directors are responsible for staying current on changes in member contact information within their regions, and will notify the President or his/her designee and the Secretary-Treasurer of these changes so that the membership list and list server can be updated on a timely, as-needed basis. Members should notify their Regional Director of changes in their contact information, and are encouraged to use the list server to simultaneously inform all other members in advance of the changeover. If the changeover has already occurred such that the member cannot access the list server, the Regional Director should post the information.
- 3) The list server is open only to IFC members and prospective members as described below. List server inclusion is a privilege of membership. Non-members may be included under the following circumstances:
 - a. During a grace period for membership renewal through dues payment. IFC bylaws (Section IV) state that annual dues are to be paid no later than January 30, and that agencies that have not paid within 60 days of this date shall be stricken from the membership roll. By April 30 of each year, the Secretary-Treasurer will provide the Executive Committee with an accounting of members who have paid their dues for that calendar year. Members who have not made their renewal payment will be notified that payment is overdue and must be made soon to avoid removal from the list server. Those who have not renewed (paid dues) by June 30 will be removed from the list server.
 - b. For promotional purposes to encourage prospective members to join. Promotional inclusion should be for a period of three months.
- 4) General Council members and designated governing council contacts (one per state or province) will be included in the list server. Governing Council contacts are encouraged to share list server email as appropriate with other staff within their agency who are working on instream flow issues. The President has the discretion to add additional staff of a governing council agency to the list server, upon a request from the governing council contact. The President shall keep a log of any such additions and the reason for each and shall notify the Executive Committee of all such additions. All such additions shall be reviewed and updated annually.

- 5) Agencies initiating membership through payment of dues will be added to the list server at the time of the next update. The Secretary-Treasurer will provide the new member contact information to the President or his/her designee.
- 6) Members should use their discretion in using the list server to assist others such as NGOs or other agencies. The proper procedure is for the IFC contact to forward the outside inquiry to the list server with a short explanation, or to email the list server on behalf of the outside person. In most instances, the contact should request that responses be sent directly to the outside person. The list server will only distribute messages sent to it by list members.
- 7) Messages posted to the list server are sent to all list members. Members should not use the REPLY feature to respond to list server email unless the intent is to send the reply to all list members. If the reply is not of general interest to all, it should be sent only to the intended recipient (check to be sure the right name is in the To: box).

Adopted by the Executive Committee on February 28, 2003