



GUIDELINES FOR THE USE OF EMAIL DISTRIBUTION LISTS FOR GOVERNING BODIES OF THE UNIVERSITY (COUNCIL, BOARD OF GOVERNORS, SENATE, GAA)

The University of Saskatchewan's *Policy on the Use of Electronic Mail* sets forth the expectations that the compilers of institutional email distribution list develop written operating procedures for those who use their lists and that they monitor compliance. The

The Office of the University Secretary maintains distribution lists for the following governing bodies:

- Board of Governors and its committees
- Council and its committees
- Senate and its committees

The lists are available at https://listman.usask.ca/listman/my_lists_page.php and are considered to be 'involuntary distribution lists' under the policy.

The following procedures and guidelines apply to these distribution lists:

1. The purpose of the lists is to conduct the regular and special business of the respective governing body in accordance with its responsibilities under the Act and associated bylaws.
2. In general, officials of the university or members of the governing bodies wishing to distribute material to members of the university's governing bodies must do so through the secretariat. Access to the lists is restricted to members of the secretariat.
3. A request by an individual outside the secretariat to use the distribution list in order to send an item to members will be handled as follows:
 - a. The secretary will review the content of the matter to be sent and will consider whether the matter is clearly consistent with the purpose of the list as set forth in (1) above.
 - b. If the matter is not clearly relevant to the purpose of the list, the secretary may consult as follows to determine whether it is appropriate or not to distribute the material:

- i. In the case of the Board of Governors, the chair of the Board or of the relevant committee, or with the Governance and Nominations Committee;
 - ii. In the case of the Council, the chair and vice-chair of Council or of the relevant committee, or with the Coordinating Committee;
 - iii. In the case of Senate, the chair of Senate or of the relevant committee, or with the Executive Committee;
4. The Secretary will be responsible for maintaining the accuracy and currency of the distribution lists, and for maintaining a record of emails sent to the distribution lists.
5. Attachments will be used sparingly, and only when necessary. Wherever possible, a link to the relevant material rather than an attachment will be used.
6. Any information sent through the distribution lists will be clearly marked as coming from the Office of the University Secretary, and will include contact information for the sender.

Some current distribution lists:

board@usask.ca - all board members, plus University Secretary and her EA
council_chairs@usask.ca - members of the Coordinating Ctee and support
board_secretaries@usask.ca - members of the 'board secretaries' group
vicepresidents_univsec@usask.ca - all vice presidents
senate@usask.ca - all Senate members
faculty_council@usask.ca - chairs of faculty councils
faculty_councilsec@usask.ca - secretaries of faculty councils
pmb_admin_contacts@usask.ca - a list of people who care about changes in our office, i.e., admin staff from the MacKinnon and Administration buildings, plus chair of Council, chair of Senate, president and audit services staff