

Adopted by the C.C.P.A. Board of Directors on 8/16/22

## **Policy for Facilitating CCPA Member Communications and Respecting Member Privacy**

1. The Annual Meeting date will be announced at least 45 days in advance.
2. Members wishing to send information to the rest of the membership regarding the annual meeting may choose between a postal mail option at the sender's expense or an online option at no charge.
3. At no time will the contact information for the CCPA Membership be provided directly to the individual member wishing to send communications to the entire membership.

### **USPS Option:**

Within 10 days of the announcement of the Annual Meeting date, any member wishing to send a communication to the CCPA Membership will:

1. Provide the CCPA Executive Director a copy of the letter the member wishes to send.
2. Our intent is to promote free and open communication among the membership regarding the Annual Meeting. Communications provided to the Executive Director must be free from vulgarities or personal disparagement.
3. The names of all members associated with the statement will be included with the statement. Anonymous letters and letters from ambiguous groups which does not include members' names associated with the statement will not be accepted.
4. Within 5 days, the CCPA will provide the cost of sending the mailing to the membership through a third-party postal mailing service contracted by the CCPA.
5. Once notified of the cost, the member has 5 days to pay for the service.
6. Once paid for, the CCPA will contract the third-party service to send the member's postal mailed communication to the membership. The CCPA will make every effort to see that the mailing is sent at least 20 days before the Annual Meeting but in no case less than 5 days before the Annual Meeting. The CCPA will provide the mailing list to the third-party service and that list will not be shared with the member requesting the contracted service.

### **Online Option:**

Starting no sooner than 30 days before the scheduled Annual Meeting, the CCPA will post on the CCPA website any membership statements provided to the Executive Director regarding the Annual Meeting on the CCPA website, subject to the following provisions:

1. Our intent is to promote free and open communication among the membership regarding the Annual Meeting. Communications provided to the Executive Director must be free from vulgarities or personal disparagement.
2. No member may post more than 2 statements.
3. The names of all members associated with the statement will be published with the statement. Anonymous letters and letters from ambiguous groups which does not include members' names associated with the statement will not be posted.
4. Statements submitted within 30 days of the Annual Meeting will be added to the web page within 72 hours.
5. No additional member statements will be accepted for posting within 10 days of the Annual Meeting.

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6. Declared candidates for election at the Annual Meeting, who are provided access to post statements on the candidate page, will not be allowed to post statements to the membership page.
7. Each member submitting a statement may provide a summary of their statement of no more than 100 words. Each posting will contain a link to their full statement in PDF format with their summary provided below the link.
8. The statements will be posted in the order they are received.
9. The CCPA will use its newsletter email list to send at least 2 notices during the 30-day period prior to the Annual Meeting that provides members with a link to the web page containing member statements.