



# Willits Economic Localization

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## WELL E-Mail Policy

**Adopted November 2006**

In late November the WELL Coordinating Committee adopted a policy detailing how the WELL e-mail list can be used.

- Only the WELL Admin Team will send e-mails to the entire WELL e-mail list
- The Admin Team will send a maximum of one e-mail per week to the entire list.
- Anyone who wants to send something to the list should e-mail the WELL office manager by 12 noon on Tuesday for distribution on Thursday of the same week. The reason for this is that when we send the newsletter to the newspaper, we have to send it to TWN by noon on Wednesday for Friday publication. If we have a fixed deadline each week, everyone will know what it is.

Please note that any WELL member wishing to publish a letter to the WELL membership may send the letter to the WELL office and we will publish it without editing. We have not yet adopted a policy for reaching members who do not have e-mail due to cost and time considerations. WELL will continue to publish two newsletters per month via e-mail and in the Willits News.