



Hamilton's Child and Youth Network – Standard Operating Procedure

Title **Email Distribution Procedure**

Approval Date **June 6, 2025**

1. PURPOSE

This document outlines the procedure for email distribution within Hamilton's Child and Youth Network (CYN). The purpose is to ensure that mass email communications are used intentionally, with clarity, and are limited to essential Network-related communications. This SOP promotes efficient communication and respects the time and attention of Network members.

2. SCOPE

This SOP applies to all CYN member organizations, backbone support staff, Network Co-Chairs, and any affiliated working groups or external stakeholders who engage with the Network and may seek to distribute mass communications via email.

3. KEY TERMS AND DEFINITIONS

3.1 "Mass Email Communication"

Any email distributed to a broad set of CYN Network members or working groups using shared distribution lists.

4. RESPONSIBILITY

4.1 Backbone Staff

- Serve as the primary point of contact for the distribution of mass email communications.
- Review and determine the appropriateness of proposed email content based on this SOP.
- Send mass email communications only when aligned with approved purposes (see Section 5.1).
- Maintain a centralized record of distributed communications for accountability and reference.

4.2 Network Members

- Independently distributing mass communications to Network distribution lists should be done at the discretion of individual Members.

4.3 Network Co-Chairs

- Review and advise on proposed communications when the appropriateness is unclear or disputed.



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5. PROCEDURE

5.1 Approved Categories for Mass Email Distribution

Mass emails will only be distributed by the CYN backbone support staff if the content clearly falls into one of the following categories:

- Distribution of meeting **agendas** or **meeting minutes** (Network-wide or Work Group-specific).
- Communication that serves as a **follow-up to actions or decisions noted in meeting minutes**.
- Communications **explicitly permitted under another approved CYN SOP** (e.g., collaborative grant opportunities).
- Any **urgent or time-sensitive notice** as approved jointly by the Co-Chairs, which directly relates to the Network's operation or governance.

6. Review and Revision

This document will be reviewed and updated biannually to ensure clarity, relevance, and efficiency. The document may be used in conjunction with other operating procedures.

This document will be reviewed for approval at the June 6, 2025, Network meeting. Once approved, a copy made available to members for their reference. By approving this Standard Operating Procedures, the Network agrees to void past iterations of procedures by the same name.