

**ADR SECTION
WEBSITE AND LISTSERV POSTING POLICY**

PURPOSE

To establish guidelines for the administration of the ADR Section Website and ListServ and to provide for efficient approval and posting of materials on the ADR Section Website and ListServ.

GUIDELINES:

1. Except as provided in Paragraph 2 below, all submissions to the Website or ListServ Administrator for posting on or links to the ADR Section Website or ListServ shall first be forwarded to the Publications Action Team for review and approval.
2. If the Chair of the ADR Section receives a request and determines that the submission (a) comports with the guidelines below, and (b) should be immediately posted on the Website or ListServ, the Chair may approve posting of materials on the Website or ListServ without first submitting to the Publications Action Team for review and approval.
3. The Website and ListServ shall identify the Website and ListServ Administrator and contact Information.

METHOD

1. The Publications Action Team shall review the content of all submissions and determine whether the submissions comport with the following:
 - Would the submission be of interest to ADR Section members, and
 - Is the submission consistent with the expressed goals of the ADR Section.
2. If the Publication Action Team determines the answers to be YES, it shall edit the submission, if necessary, and notify the submitter of the edits. If the submitter objects to any edit, the submission will not be posted. If the submitter approves the edits or if editing is not necessary, the Publications Action Team shall forward the submission to the Website or ListServ Administrator for posting on the Website or ListServ.
3. If the Publications Action team determines the answer to be NO, it shall notify the submitter that the submission shall not be posted on the Website or ListServ.
4. If the Publications Action Team is not certain whether the submission satisfies the criteria in Method Paragraph 1 above, it may forward the submission to the ADR Section's Executive Committee for a determination.

ADMINISTRATION

The Publications Action Team shall keep a record of all submissions and the disposition of each and will quarterly provide the Executive Committee with a copy of each request and action thereon.

The Quarterly and the Website will communicate Michigan seminars and similar events only, unless otherwise requested by the Section Chair. The ListServ will communicate events in Michigan and beyond, consistent with the mission of the Section, emphasizing Michigan events, and controlling the volume of ListServ communications.