

## **GAWL Members on the Run Policy and Procedure**

1. Members who are seeking election to any office outside of GAWL (“Candidate(s)”) may submit to the Vice President of the Public Affairs Committee a portrait and a blurb regarding the Candidate’s campaign to be included in GAWL’s “Members On The Run” E-Blast and webpage.
2. The Members On The Run E-Blasts and webpage will include blurbs about any Candidate who requests to be included.
3. Candidates must limit the text of Members On The Run blurbs to 100 words or less. If the Candidate submits a blurb in excess of 100 words, the Public Affairs Committee reserves the right to edit the blurb to reduce the text to 100 words or less.
4. The Candidate portrait should be a square, high-resolution photograph of the candidate’s face. The Vice President of the Public Affairs Committee may adjust Candidate portraits to ensure uniformity in the “Members On The Run” E-Blast and webpage. Additionally, the Vice President of the Public Affairs Committee has discretion publish the “Members On The Run” E-Blasts and webpage without Candidate portraits.
5. Members On The Run blurbs do not require to the approval of the Communications Committee as to content; however, the Chair of the Candidates’ Committee shall confirm that the Members On The Run E-Blast shall not conflict with any other scheduled E- Blasts.
6. Any Members On The Run blurbs submitted by a Candidate must comply with all GAWL policies, including, but not limited to, the GAWL Communications Committee Policy and the Candidates’ Committee Policy.
7. Members On The Run E-Blasts will be sent to GAWL members on the following schedule, provided the Candidate submits his or her blurb with sufficient notice:
  - a. One (1) week prior to the start of early voting for the election in which the Candidate is running;

- b. Two (2) weeks prior to the election in which the Candidate is running;
  - c. One (1) day prior to the election in which the Candidate is running;
- 8. Members On The Run e-blasts may be emailed to GAWL members more frequently from time to time and at the sole discretion of Vice President of the Public Affairs Committee and the Vice President and/or Chair of the Communications Committee.
- 9. Candidates' blurbs and portraits shall be listed in alphabetical order according to the Candidate's last name.
- 10. Any questions regarding this policy should be directed to the Vice President of the Public Affairs Committee.

DATED: August 16, 2017