

CEAM Website Announcement Policy
Proposed 10-06-14

Recognizing the desire to share announcements and news with the larger membership, CEAM proposes to adopt the following website/e-mail news announcement policy effective immediately:

1. FORMAT

1. Announcements must be written up using the form provided and be ready for posting.
2. Photos submitted must contain captions and/or descriptions to be eligible for inclusion.
3. Announcements shall be posted for two weeks maximum.

2. CONTENT

1. Announcements must pertain to a person who is current County/Municipal member of CEAM.
2. Eligible categories include, but are not limited to:
 1. Promotions
 2. New Job Announcements
 3. Licenses
 4. Academics
 5. Death Announcements/Obituaries
 6. County/Municipal Member Project Announcements
3. Ineligible categories include:
 1. Birth Announcements
 2. Marriage Announcements

3. SUBMISSION

1. Announcements must be e-mailed to webmaster@countyengineers-md.org
2. Received announcements will be forwarded to CEAM President for verification of posting eligibility
3. Upon receiving approval to post, CEAM will make every effort to distribute the material within five (5) business days
4. For Project Announcements, a project web link can be provided.

4. OTHER

1. CEAM reserves the right, as its interests necessitate, to modify this policy without notice at any point in the future.
2. Any changes to this policy will be posted on the CEAM website, as applicable.

Approved at the CEAM Board Meeting on October 23, 2014.