

ADR SECTION

WEBSITE POSTING POLICY

PURPOSE:

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

GUIDELINES:

1. Except as provided in Paragraph 2 below, all submissions to the Website Administrator for posting on or links to the ADR Section Website 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, the Chair may approve posting of materials on the Website without first submitting to the Publications Action Team for review and approval.
3. The Website shall identify the Website 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 the ADR Section members, and
 - is the submission consistent with the expressed goals of the ADR Section.
2. If the Publications 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 Administrator for posting on the Website.
3. If the Publications Action Team determines the answers to be NO, it shall notify the submitter that the submission shall not be posted on the Website.
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 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.