

CAPSule Distribution Method Recommendation

Sponsor: CAPS Membership and Communications Committee

Background: The CAPS Policy and Practice Manual defines how the monthly CAPSule publication will be distributed to all Unit 10 employees and other members. The policy currently states the CAPSule must be sent by second-class mail. However, CAPS makes an opt-in to a digital version available as an alternative. In order to reduce our waste stream, shrink our carbon footprint, reduce production costs, and continue to modernize and improve our union's operations and communications, the Membership and Communications Committee decided to shift the CAPSule to digital print instead of paper print as a default. With the affirmative vote of this motion, the CAPSule will be distributed electronically with a paper-print opt-in.

Modified Language:

D. PUBLICATIONS

1. The official means of communication with the members is through **CAPS-UAW email communications**, ~~the monthly newsletter CAPSule~~, and secondarily through the **monthly newsletter, the CAPSule** ~~CAPS direct email communications~~. The CAPSule ~~newsletter~~ will be **emailed** to all **CAPS-UAW** ~~Unit 10 employees and any other members~~, **unless members choose to receive a print version, which will be sent** by second-class mail. The current issue of CAPSule will also be available on **the CAPS-UAW** website. The CAPSule will carry no advertising for items or programs that are not sponsored by **CAPS-UAW**.
(Revised **[DATE]**)

Motion: CAPS Bylaws and Policy Committee

Second: N/A

Vote:

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