



MAINE GOVERNMENT FINANCE OFFICERS ASSOCIATION

Executive Board Policy

SUBJECT:	LISTSERV RULES OF USE
ADOPTED:	February 8, 2019
AMENDED DATE:	
REVIEW DATE:	

I. MESSAGE TO LISTSERV USERS

Thanks for being part of our listserv community. To ensure the best possible experience for all listserv members, we have established some basic guidelines for participation. By joining and using these e-mail lists, you agree that you have read and will follow the rules and guidelines set for these peer discussion groups. You also agree to reserve list discussions for topics best suited to the medium. This is a great way to solicit the advice of your peers, benefit from their experience, and participate in an ongoing conversation.

Please take a moment to acquaint yourself with these guidelines, remembering that all content is considered the same as any written communication and is subject to the public disclosure provisions of 1 M.R.S.A. Chapter 14-A. If you have questions, or if you think there is a violation to these rules, please contact any member of the MEGFOA Executive Board. In order to preserve a climate that encourages civil and professional dialogue, the Board reserves the right to suspend or terminate membership for members who violate these rules.

The Board is not responsible for the opinions and information posted on this site by others, and is not responsible for the accuracy of what is posted. The Board does not actively monitor the listserv for inappropriate postings and does not on its own undertake editorial control of postings.

II. RULES OF PARTICIPATION

- Maintain civility at all times. The discussions on the lists are meant to stimulate conversation. Differences of opinion are acceptable and expected, but those differences should not cross the line into personal attack.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited.
- Stay on topic. If you are going to go off topic, start another list, or communicate privately with those who are interested.
- Do not use the listserv for personal discussions or non-work related topics.
- Do not post commercial messages or use the listserv to solicit personal business.
- Use caution. Information posted on the listserv is available for all to see.
- Make sure everyone on the listserv knows who is sending the message. Your name and e-mail address should be visible.
- State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Send a message to the entire list only when it contains information that everyone can benefit from.
- Send messages such as "thanks for the information" or "me, too" to individuals--not to the entire list ("reply all").
- Do not send administrative messages, such as remove me from the list, through the Listserv. Instead, send such requests to training@memun.org.

III. ANNUAL REVIEW

It is the intent of the MEGFOA Board of Directors to review this policy annually and update as necessary.