

CNA listserv: Rules for Submitting Messages

1. Address the whole group, i.e., refrain from addressing individuals. *Conversations of a personal nature that affect only the people writing should be taken off the listserv. Please do not use reply-all if only one person needs to see your response, such as when answering a request for help or coordinating a time for a personal meeting.*

2. If your reply changes the topic under discussion, change your subject heading to reflect the text of your message.

3. Discuss the merits of issues or information about events, or other non-personal information, not the individual/s involved. *For example, if you disagree with a new city policy, feel free to discuss your concerns about the policy but refrain from criticizing specific councilors who voted for it.*

4. Civility and mutual respect are expected and required of all communications submitted to the listserv. Therefore, certain language is not allowed, including but not limited to language that is insulting, defamatory, profane, threatening, indecent, obscene, disrespectful, name-calling, vulgarity or derogatory stereotyping of groups. *This means you should make sure your responses are G-rated and not attacking anyone's character. Assume good intentions from other posters. This is not intended to stifle debate, since learning about opposing viewpoints is a key benefit of a listserv. We encourage disagreement, corrections, and discussion of ideas presented.*

5. Unsolicited commercial email ("spam"), for-sale postings, anonymous senders, and messages that support or oppose political candidates or political parties are not allowed on this site.

6. The listserv monitor (currently Rebecca Bowie, CNA vice president) is in charge of communicating privately with individuals who are not following listserv rules. *Continued violations may result in removal from the listserv. Anyone who has a concern about another member's posts may take it up privately (not reply-all) with the member or with the listserv monitor.*

Clarification: Using names to preserve clarity in a conversation is fine. The relevant rules are meant to keep people from carrying on personal conversations on the listserv, to prevent criticism directed at people rather than directed at specific opinions or arguments, and to prevent people from calling out rule violations to the entire listserv.