

## KPCA LISTSERVE SUBSCRIBER RULES

- The KPCA listserv has been funded and managed by KPCA for the purpose of productive communication among its members and all residents in Kenwood Park. The following guidelines are intended to make our electronic mailing list valuable and productive for all KPCA listserv subscribers.

### LISTSERVE ETIQUETTE

- 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.
- Include only the relevant portions of the original message in your reply. Delete any header information and put your response before the original posting. Be considerate and intentional with your email content. Messages should contain information that is beneficial to all members of our community. Please keep your posts brief and refrain from repetitious posts. This will allow all members to stay engaged.
- Send messages such as "thanks for the information" or "me, too" to individuals--not to the entire list. Do this by using your e-mail application's reply option and deleting the e-mail address of the listserv (kpca@listserv.com).
- Before you send your message, check the "To:" field to determine if your message is addressed to the whole list or just the sender of the email. When replying to a message, determine if you intend for the reply to go to the entire listserv or only to the person who posted the question. When you hit "reply" to the listserv email, the entire list may receive your reply.
- If you wish, you can include your contact information in your posted message.
- Use caution when discussing items. Information posted on the list is available for all to see.
- We encourage all members of our community to seek out differences of perspectives, but we ask that you refrain from making any racial, political or religious comments.
- In our community we recognize and value the uniqueness of each of its members. We strive to create an inclusive environment that sees and supports diverse and respectful discussions, cultivates engaged and civil discourse. All materials deemed inappropriate will be removed.

### OUR RULES

- Do not "flame," challenge, bully, or attack others. The discussions on the lists are meant to stimulate conversation, not to create contention. Flaming includes the making of derogatory comments, ridicule, excessive sarcasm, and negative innuendo. Let others have their say, just as you have yours.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials or language will not be tolerated. Do not post anything in a listserv message that you would not want the world to see or that you would not want anyone to know came from you.
- If you are a KPCA member with your own business, KPCA encourages you to post information about the services or goods your business offers, up to twice each calendar year.
- Events may be advertised here if they are local events, like at a nearby school or church, and would be of interest to our members.

### **LEGAL**

- KPCA is not responsible for the messages placed on its listserv or their content and does not actively monitor the site for inappropriate postings. However, in the event that any inappropriate posting is brought to KPCA's attention (by the KPCA Board or otherwise), KPCA reserves the right to take all appropriate action in response. KPCA maintains this listserv for the benefit of its members. Joining is not automatic, and there is a probation period for new applicants. KPCA reserves the right to terminate access to any user who does not abide by these guidelines. These Guidelines will continue to be updated by the KPCA board and updates will be posted on the listserv and our KPCA website.