

Email List Policy (approved 4/10, amended 2/12)

Policy – Electronic Mail Discussion Lists

pursuant to: Part III, section C. of the EPPC Policy Manual

Purpose:

To meet the communication needs of officially recognized groups within the NCA E-mail discussion lists may be set up with the approval of the BOD. Each list should define its purpose, intended audience and qualifications for joining the list on the list homepage.

Lists may be set up for

- specific groups such as: Working Judges, BEC Mentors, JEC Mentors, Breeders Lists Members

- specific discussion areas such as: Water Training, Draft Training, etc.

- Committees, Task Forces, Work Groups, etc.

Lists may have open or closed membership depending on the target audience of the group, and this should be defined in the homepage of the group.

Organization/Procedure for setting up a list:

Groups interested in having a discussion list formed should send a completed list application to the EPPC, who will forward the request to the Board.

Each email list will have a Technical Liaison assigned from the Tech Resources Committee who will set up the list, oversee subscriptions, maintenance, and administration.

Each email list will have at least one moderator assigned. If the discussion list is generated by a committee the moderator by default will be the committee chair, in cases where there is not an oversight committee the moderator will be assigned by the BOD.

Guidelines:

Each mail list will prominently post guidelines on its homepage that provide a list of acceptable/unacceptable list behaviors.

- Membership in an NCA sponsored email discussion list is a privilege extended by the NCA and can be revoked at any time.
- NCA Mailing Lists are unmoderated in the sense that posts are not screened by a moderator prior to posting on the list. Lists are moderated with regard to membership approval, and adherence to posting guidelines. Posts that are in violation of the list guidelines can result in the subscriber being put on “hold” and forwarding of the posts to the EPPC for mediation. If the issue is not resolved it will be forwarded to the NCA BOD for final determination.
- Do not post any personal information, including names, addresses or phone numbers. If you want to include your own personal information in a post, that is acceptable, however you do so at your own risk.
- Do not "flame". "Flaming" includes the making of derogatory comments, ridicule, excessive sarcasm, and innuendo. It is important to recognize that respectful disagreement is not flaming. Every subscriber must be respected; no subscriber should be ridiculed or belittled.
- The content of posts to the list are the property of the author of the post. Do not forward private posts, or send private posts to the list without permission of the original author. If you are sending an announcement that you wish to pre-approve forwarding of, please include the statement “Permission to crosspost” in your message.
- Language used in posts to the lists should be rated PG-13 or better.
- NCA Emails lists are not an appropriate venue for sales of any kind. Announcements of NCA and NCA Regional Club fundraisers are permitted.
- Attachments should be shared as a link to a web page or files can be uploaded to the List's webspace to allow list users to download and view attachments at their convenience.
- Anonymous emails are not permitted on NCA email lists, all emails should be signed with the author's name,

initials or other individual identifier. Signatures lines should be limited 3 lines of text.

These minimum guidelines will apply to all NCA email discussion lists. Additional conventions may be created by each list to meet the needs of the specific audience.