

# Southwood Neighborhood Association Listserv Policies

Southwood Neighborhood Association has a few rules to keep us all on friendly terms, on topic, and to encourage list membership and participation. The rules are not intended to stifle or censor discussion; rather they are designed to foster and encourage fact-based discussion without personal attacks. Our rules are patterned after the 1995 "[Netiquette Guidelines](#)".

## Membership

Anyone who lives, owns property or works within the boundaries of the neighborhood may join this e-mail group. Moderators may add other members at their discretion if two or more moderators are in agreement. An example of "other members" would be police officers serving the Southwood Neighborhood Association geographical area. Prospective members will be asked to report their name and address prior to being approved for membership.

## General Etiquette

### Do's

- Provide discussion focused on issues relevant and germane to the neighborhood
- Provide factual information with backing citations
- Provide personal opinion
- Use appropriate subject lines (changing them when content changes)
- Use "OFF TOPIC" to lead your subject line if your post does not directly relate to Southwood business but may be helpful to the members, such as a garage sale, book club, renting your house in the neighborhood, finding a plumber.
- Please delete old messages when you reply rather than building a big "chain" email. Do make a reference to the old email if you think people need help understanding to what you refer.
- Sign your posts with your real name and feel free to include you address
- If your emails are better directed to one person, please send off list.
- **Re-read your reply, correct spelling, and count to at least 10 before sending to ensure that it's courteous, pertinent, and that everyone will truly desire the benefits of your input.**

### Don'ts

- No spam or commercial advertising of any kind.
- No personal attacks or insults (major infraction)
- Send off-list (private) discussions to the list.
- No Out-of-Office replies
- Do not quote another member's private email to you without their permission

## Removal

One major infraction of listserv guidelines shall result in moderation of your messages for up to six months. Additional infractions shall result in removal from this group. Two or more moderators will determine if a violation is "major" and agree to a member's moderation or removal.

## Moderators

Number of moderators shall be three. The Second Vice-President shall automatically be added as a moderator at the beginning of his or her term. The additional two moderators shall be voted on at the September general meeting each year.

## Disclaimer

The views expressed on the Southwood Neighborhood listserv are assumed to be the views of the author alone, not necessarily those of the Neighborhood, unless explicitly stated otherwise. List subscribers agree to hold Southwood and others harmless for any claims that litigious parties may have against emails sent to the list or the senders of the email.

## All this said, WELCOME TO THE DIALOGUE!

Adopted by majority vote at 3/19/08 general meeting