

VMCTA Listserv Etiquette Policy

The VMCTA listserv is a valuable tool in a clerk and treasurer's office. It can give support on specific questions and reaffirm office practices. However, if used incorrectly, it can be a deterrent to the Clerks and Treasurers of the State.

We are providing you with these listserv guidelines as a reminder of their purpose, which is to provide everyone with a communication tool for discussion and for program administration issues. We appreciate your adhering to these guidelines. Therefore, the Executive Board of the VMCTA has come up with the following guidelines for using the listserv.

1. Be sure to include a descriptive subject line. E-mails received with no subject line may likely be perceived as spam by an email filter and be deleted before reaching the recipient's inbox.
2. Responses to many listserv list questions and discussion topics are of interest to the entire list. In these cases, it is appropriate to reply to the listserv list address.
3. Personal replies should be directed to specific individuals rather than to the entire list. Remember to cut and paste the sender's e-mail address when replying rather than simply hitting the "Reply" button which sends the response to the entire list.
4. VMCTA listserv lists may not be used for the solicitation, promotion, or sales of commercial products or services nor for campaign purposes by VMCTA members.
5. Messages posted on this listserv should not be forwarded to anyone outside of the VMCTA organization without the approval of the originator of that e-mail. The listserv is considered a public record. But please be considerate and ask before you forward messages outside of the VMCTA.
6. The discussions on the lists are meant to stimulate conversation, not to create contention. Be respectful and considerate of your colleagues in your postings. If you disagree or become upset with someone's response or use of the list, "gently" make suggestions to that person directly when appropriate. We're here to learn, share, and grow from each other.
7. **The listserv is subject to a Public Records Requests.** 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.
8. Do not use all upper cases when writing. This is thought of as shouting.
9. We all enjoy a laugh now and then but please refrain from using this listserv for jokes. Please consider making a separate contact list of people to whom you may forward jokes to. However, remember that all e-mails, whether personal or business, are public documents.

Please note that if a subscriber is unable to comply with the listserv etiquette guidelines, that person may be removed from the listserv at the VMCTA's Executive Board discretion.