

## Vision 2050 Listserve Draft Policy

July 14, 2015

### DRAFT Proposed policy:

The Vision 2050 listserv is a valuable tool for sharing information and activities related to our combined purpose of protecting finite resources.

- In order to ensure that items that require the active attention of Coalition members are easily identifiable, all Vision 2050 listserv emails that require the attention of members shall include "Action" in the subject line. Emails that fall within this category include, but are not limited to: draft minutes from Coalition meetings; proposed agendas for Coalition meetings; comment letters that the Coalition is participating in or drafting; scheduling of Coalition related activities. This category does not include items of general interest or items that require action that is peripherally related to the work of the Coalition, such as actions that directly affect only one of our member organizations. i.e., action minutes; action vote Syar; action agenda
- Subject line shall pertain to the body of the email; maintain the integrity of the subject line and do not bring up other subjects misleading the reader
- Listserv is strictly business pertaining to Vision 2050
- No profanity, jokes or slander of character
- Be calm, diplomatic, clear and short, be careful when sending to make sure your email is really what you want to say
- Don't forward unless you have permission from the author
- Confidential emails must: a.) have confidential in the subject line b.) The first sentence of the email must have: Confidential email not for further distribution
- author or sign your name on your emails
- use cc and bcc correctly