**Listserv Guidelines**

The Operating Board email listserv is a discussion listserv intended for coordination, planning and related information exchange among the Operating Board and SPU wholesale customer agencies. This listserv is not intended to replace the normal operating notifications and coordination; but instead as a non-critical information exchange

**LISTSERV OWNERSHIP**

* **Ownership:** The listserv is operated by members of the Operating Board, and is hosted on the City of Seattle’s listserv system.
* **Administrators:** The listserv will have at least ONE listserv Administrator. At this time the administrator is provided by SPU.
* **Administrator controls:** Decisions by the listserv Administrator on listserv membership can be overruled by a majority vote of the Operating Board.
* **Guideline changes:** Approval of and changes to these listserv guidelines can be made by a majority vote of the Operating Board

**LISTSERV MEMBERSHIP**

* **Membership eligibility:**  Membership is open to authorized staff and elected officials of the members of the operating board, and other approved agencies.
* **Membership approval:**  Requests to subscribe must be approved by the listserv administrator. The administrator may verify any membership request with the respective agency.

**POSTING A MESSAGE**

* **Who can post a message:** Any listserv member can post a message on the listserv by sending an email to XXXX.
* **Message approval**:  The listserv is not moderated.  Messages are not pre-approved by the listserv administrator or Operating Board.
* **Signing a message:** Messages should be signed with the originator’s name and agency.

**MESSAGE TOPCIS AND CONTENT**

* **Message topics:** Messages on any topic relevant to the Operating Board, regional water suppliers are appropriate.  This includes messages on sensitive or controversial topics.
	+ Any topics or information of a sensitive nature should not be shared beyond the listserv without the explicit approval of the affected agencies – in other words, if in doubt, don’t share with anyone else.
	+ **ANY OTHER GUIDANCE ON ALLOWED OR DISALLOWED TOPICS**
* **Commercial messages:**  Messages promoting commercial or personal businesses are not allowed.
* **Political campaigning:** Care should be used about any political issues or topics.  Campaigning for political roles, regulatory issues, referendums, and similar topics are not allowed.
* **Copyrighted material:**  Copyrighted material cannot be posted without the permission of the copyright owner.  Instead, a link to the material should be provided.
* **Naming individuals:**  Members should not name individuals in a way that is negative, harmful, or defamatory—even if the individual is NOT a member of the listserv.
* **Private communications:** Members should not forward messages to the listserv that were sent to them individually without the permission of the original sender.
* **Avoid speculation:**Do not post messages with information that might not be true or might only be partially true.
* **Follow the golden rule:**  Members must disagree in a friendly and respectful manner.

**USING THE LISTSERV**

* **Use “Reply” and “Reply All” appropriately**:  Using “Reply” when responding to a listserv message will only respond to the person who sent the original message.  “Reply All” will respond to entire listserv.  You may also include other recipients, but be mindful whether the contents of the message is appropriate to share outside the listserv.
* **Subscribing to the listserv**:  To subscribe to the listserv and start receiving emails, send an email to: XXXX
* **Unsubscribing from listserv**:  To remove an email from the group, send an email to XXXX, or follow the link at the bottom of any listserv message
* **Subject lines**:  When posting messages, members should use descriptive subject lines. (Information Only; UPDATE to XXXX)
* **Bouncing messages:**  The administrator will suspend members from receiving emails if their email address is bouncing messages.  Members may be asked to verify their address and/or re-subscribe.

**FINAL NOTE**

* The administrator or Operating Board reserves the right to suspend the listserv membership of anyone not abiding by the above rules.