

## Communications Procedures and Guidelines February 2022

**Google Group Email List:** [members@CAcommunityenergy.org](mailto:members@CAcommunityenergy.org)

For advocates and supporters of Community Choice and other energy programs in California that advance local, clean energy for community environmental justice, economic justice and social justice benefits.

### Posting Guidelines

1. Copying other individuals or listservs in a post to the list is prohibited. Please send separate posts to different lists and to individuals who are not members of the listserv.
2. Forwarding, or cross posting of internal Alliance communications (minutes, agendas, discussions, and materials) to addresses outside the Alliance email list (individuals, contacts, or listservs) is not allowed except with the Steering Committee's approval.
3. The listserv is to be used for the occasional posting of information useful to Community Choice and community energy advocates statewide.
4. The listserv is not a general renewable energy list. It is narrowly focused on subjects that arguably directly impact Community Choice and local community energy efforts. If the topic does not have a clear, direct connection to these issues, the post should lead with a brief explanation of the connection.
5. The listserv is not intended as a discussion list for back and forth communications between individuals.
6. Subject headings should describe what is in the actual posting.
7. Brevity is preferred.
8. Posts should always be addressed to the entire group. If your post is directed at a particular individual, it should be sent to that individual and not to the group.
9. Civil, professional discourse should always be the rule, and personal comments should be avoided. Comments should be aimed at the problem or issue, not the individual.
10. Please minimize trivial or frivolous posts like "cool!" or "thanks!" or "that's terrible!" in response to good or bad news posted on the list. If you'd like to thank or applaud someone, send them a private email off the list.

### Cause for warnings and possible removal from list:

1. Copying/forwarding to other individuals, contacts or listservs in a post to the list
2. Repeated off-topic posts
3. Excessive posting to the listserv, even if the posts are on topic
4. Any inappropriate behavior including and not limited to aggressive or threatening language, bullying, profanity, etc.

## 5. Repeated violation of any of the other guidelines listed above

The email list moderator will provide written warnings of violations. After three violations, the moderator may ask the Steering Committee to review the case and decide whether to impose a 30 day suspension from posting on the listserv. During the suspension, the person could still view emails but could not post; however, individuals who are suspended due to cross-posting violation will not be able to view emails during the period of suspension. After reinstatement, if another violation occurs, the person can be permanently banned from posting on the listserv.

## **Monthly Conference Calls**

These calls are held to facilitate monthly communication among Alliance members statewide and often feature topics of timely interest and/or statewide discussion. All members are invited to participate.

## **Conference Call Guidelines**

1. Calls are generally 4th Thursday of the month, 12 noon to 1pm
2. Calls are held via Zoom. Please expect call-in details a few days prior to the call.
3. *Call-in details are subject to change. Please watch for a reminder email with call-in info 1-2 days before the scheduled call.*
4. Please do not share the zoom details or invite colleagues to join the call until they have been approved for membership by the list moderator.