

## **Communications Procedures and Guidelines**

### **April 2024**

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

For advocates and supporters of community 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 advocates, practitioners and fans of decentralized, local clean renewable energy statewide.
4. The listserv is not a general renewable energy list. It is narrowly focused on subjects that arguably directly impact local, community-driven clean energy projects, efforts and initiatives. 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. Topical discussions may be moved from the main listserv to an alternative thread.
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 take the following steps:

- Notice the violations and alert the Steering Committee before providing a formal warning to the offender.
- After three violations, the Steering Committee will review the case and decide whether to impose a 30 day suspension from posting on the listserv.
- Most suspended members can still *read* emails but cannot post during the suspension period.
- Members suspended for cross-posting cannot *read* or *post* during the suspension period.
- 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. Discussion calls *may* follow topical calls, on the following Thursday, 12 noon - 1 pm. Notice of a discussion call will be posted separately, and a reminder sent the week of that call.
3. Calls are held via Zoom. Please expect call-in details a few days prior to the call.
4. *Call-in details are subject to change. Please watch for a reminder email with call-in info 1-2 days before the scheduled call.*
5. Please do not share the zoom details or invite colleagues to join the call until they have been approved for membership.