



American Planning Association
Northern New England Chapter

Creating Great Communities for All

NNECAPA Listserv Guidelines

Please follow these guidelines to keep the experience of using the listserv positive for everyone:

1. INTRODUCTION

Thank you for being a part of the listserv dedicated to providing a network for the sharing of information on northern New England planning. The primary goal of the NNECAPA listserv is to provide a network for the sharing of information related to northern New England planning among professional planners. A secondary goal is to provide a statewide educational resource for student planners and citizen planners serving on planning boards and zoning boards of appeal.

2. POSTING GUIDELINES

- Before posting a question on the service, please consider whether your question could be easily answered by reviewing educational resource material, reviewing your municipal bylaws, querying state law or using a search engine.
- The goals do not include utilizing this forum for broad global or national political and philosophical debates. If this type of thread evolves, interested subscribers should continue their discussion off list.
- Postings should relate to issues of planning in northern New England. While that does not mean you can't talk about broader issues of planning, please connect them to the core purpose of the listserv.
- Anonymous postings are not allowed. Every email must have an identifiable sender. When you send a message or question to the list, include your full name and affiliation. This policy is to prevent anonymous postings. In other words, at the end of your message, directly under your text, include your first name, last name and organization name (municipality you work for, agency, company, etc). If you do not have a planning related organization to include under your name, include the city or town in which you reside.
- The subject line of your email should clearly describe the body text of your email. Please remember that many people will likely see your posting, so keep that in mind when writing your email.
- Do not send any messages that include commercial advertising for services or products. However, if you have personal experience with a product or service already under discussion, your input is welcome.
- Do not send any messages that include personal attacks.

- Do not send any messages that *solicit* for employment, membership, donations or fundraising. However, job postings and RFP's are fine.
- Do not send virus warnings or other chain mail.
- Do not send any administrative requests to the whole list.
- Maintain professionalism and respect to everyone whether they are a member of this list or not.
- It is best to delete large threads from your posting and keep only the previous posters thread.

Failure to follow these guidelines may result in your removal from the list or moderating of all postings.

If you believe any subscriber is not following these guidelines, please contact the listserv administrator.

Finally, please do not ask the listserv administrator to post on your behalf.