



ABFE Listserv Policy & Guidelines

Community Agreements

1. Participation in this listserv is limited to members and network organizations only.
2. The contents and opinions expressed on this listserv are those of the authors and do not necessarily reflect the position of ABFE.
3. Sharing messages posted in this listserv externally is prohibited without the written permission of the original sender(s).
4. Copyrighted information is strictly prohibited in all listservs (e.g., email messages, unsourced article excerpts, message forwarding, etc.) Email messaging and written dialogues are considered copyrights unless there has been written consent from the author(s) of the message to share.
5. Prohibited postings: Advertising fee-based services or products, chain letters and petitions, and individuals seeking employment. Libelous or profane postings are also inappropriate. Electioneering, Direct marketing & solicitation for fundraising, personal information protected under Federal HIPPA Law

Guideline Enforcement

ABFE reserves the right to remove contacts from the listserv, if it violates the community agreements that have been stated. ABFE understand mistakes can happen, and it is our preference to not remove individuals from our listserv, rather to help mitigate mistakes that are made. Below are additional policies that ABFE has adopted to ensure the safety of our shared communities. Re-enlistment will be considered on a case-by-case basis:

First violation: A warning email will be sent stating the violation of the community agreements.

Second violation: You will be advised that all your postings for the next 60 days will be monitored for compliance with these rules. You will also be advised that any further violations will lead to removal from the Community.

Third violation: You will be removed from the Community indefinitely.

Re-instatement of access: The process of re-instating an individual's access to the listserv will result in a conversation with one or more ABFE staff and will consider inviting a different organizational representative to the network. Please note that this process does not guarantee re-instatement.

Community Etiquette

1. **Engage!** Our listservs rely on the engagement of our community members. Feel free to ask questions, share-highlights, best practices, and insights relevant to the space.
2. **Safety first.** Please ensure your email signature is included in your messages, and that it is up to date, including your name, organization, title, and email address.
3. **Remain Inclusive.** Please refrain from personal thanks, congratulations, and "me too", meaning consensus, conjoining or group think type responses. These responses should be sent directly to the individual. The frequency of these types of postings may unintentionally discourage broader participation by other listserv members.
4. **Seek to understand.** ABFE believes what's learned within the listservs should leave with you, yet what's shared in the space should stay in the space. Please be mindful of the experiences and vulnerability of others shared in space. Sharing those experiences without written consent is strongly prohibited.
5. **Respect the author.** Please refrain from sharing the contents of this listserv outside of this space. Contents and opinions expressed on this listserv are those of the authors and do not necessarily reflect the position of ABFE.

UNSUBSCRIBE: You can unsubscribe from lists using the unsubscribe email address specified at the bottom of each listserv message. If you are not able to unsubscribe using the link, please reach out to communications@abfe.org.

AUTO-REPLY: you're used to setting up an out-of-office auto-reply feature in your email client, please consider taking these steps to avoid sending this automatic reply to all list participants:

A. Create a rule in your auto-reply section to NOT send replies to any email message with "@lists.abfe.org" in the "To" line.

B. Configure your auto-reply feature to reply only to the individual sender instead of "reply to all"

***Please note: Every email client is different and may require additional or different settings. Please consult with your technical support personnel for assistance in configuring your autoreply to messages.*

QUESTIONS: If you have any questions, comments, or thoughts, ABFE would love to hear them! You can send them to communications@abfe.org.