

## ROCKPORT CIVIC LEAGUE COMMUNICATION GUIDELINES

1. Observe good email practices.
  - a. Use "reply all" sparingly. Many replies only need to go to an individual sender.
  - b. If you do want to "reply all," please make sure the only recipient is the RCL list. If you send to the RCL list and also to a person on that list, they get redundant emails.
  - c. RCL emails should be considered internal communications. Do not add people not part of the original conversation.
  - d. Conversations evolve. If the subject of your conversation has changed beyond the original subject line, please start a new email with a new subject line. It's no fun trying to find an email about paving a parking lot that has the subject line "Re: Surprise Birthday Party!"
2. Identify yourself clearly in every email you send. Using an automated email signature is recommended, otherwise start or end each email with your name.
3. No harassment, intimidation or threats allowed. RCL has zero tolerance for these behaviors, and even one instance will result in a ban.
4. No personal disparagement or comments about personal characteristics are allowed. No criticisms of a person's character or aptitude are allowed unless they are directly and conclusively related to the issue being discussed. Repeated offenses in this area will result in a ban.
5. State as facts only those things which you know to be facts. Cite your source as appropriate. Leave out loaded language and particularly speculation about motives. Eg: "The Planning Board has not yet posted meeting minutes" not "The Planning Board refuses to post meeting minutes. What are they hiding?"
6. Preface your opinions with an identifying statement. E.g.: "In my opinion" or "I don't think that's true." Whenever possible, give your experience or other reason for your opinion.
7. Provide web links whenever possible. E.g.: "The new warrants have been posted on the town website [here](#)."
8. Above all, practice civility. The RCL's mission is to encourage civic engagement. Civil behavior encourages engagement, uncivil behavior discourages engagement.
9. Please do not represent your personal opinions as the official opinions of the RCL. Our mission is to educate, not advocate. This means we rarely officially support a position, and support requires a vote of members.