



Netiquette & Tips for Communication Success in LWVC Online Discussion Forums and Listservs

The following recommendations will help you ensure that you are not only acting within the [LWVC Interest Group Guidelines for Online Discussion Forums and Listservs](#), but also that you are able to successfully navigate online conversations with diverse League and community members. Please read and adopt these “netiquette” practices to ensure your successful work with the LWVC.

- **Identify yourself.** Please remember to identify yourself with your full name, local League name, and the League position that you occupy (if you have a designated role). If you are not a member of a local League please indicate which League invited you to participate and any organizational association you may have. Please do not misrepresent yourself, or in any other way conceal your identity or post anonymous messages.
- **Respect other subscribers.** Please feel free to express yourself, but do not do anything to injure or harm others. Subscribers are expected to exercise both common sense and courtesy in the messages they transmit. All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited.
- **Purpose of posts.** The purpose of the group is to share ideas and support League education and advocacy. **Please refrain from using the opportunity to advocate on issues that are not relevant to the group’s discussion, not supported by LWVC positions, or for the purpose of advancing other organizations’ goals that conflict with or go beyond League positions.** Posting in this way can result in your removal from the group.
- **No flaming.** Please do not challenge or attack the opinions or information presented by others by “flaming” - posting insults, often including profanity or other offensive language. If you have a differing opinion, please express yourself in a professional manner.
- **Mind the subject line.** If you are replying to the same thought in a thread, then don't change the subject line. If you want to discuss a different subject, start a new thread. It's important for people attempting to follow a conversation to be able to see which emails relate to the topic and which relate to some other topic.
- **Highlight relevant information.** In your replies please highlight the relevant information to which you are responding. This will make others who read your message understand the context of the conversation. You can also economize space by including only the relevant portion of the original message.
- **Avoid just sending links.** Please include the source, title of the article, and why it's relevant to the group and/or conversation. If possible, attach a PDF of the article to avoid problems with paywalls.
- **Avoid one-liners.** Please resist the temptation to send a quick group reply that contributes to in-box overload. Examples include messages like "thank you," "great idea," or "I agree with you."
- **No automated responses to the group.** If you plan to use an out-of-office / on vacation automated message, make sure you exclude/exempt all discussion list addresses. Instructions should be available from your mail or mailbox provider.
- **Online meeting participation etiquette.** Please use common group discussion etiquette for online meetings such as respecting others opinions, waiting your turn to speak, and offering to help. Please mute when you're not speaking and turn off your video if you are eating.