



## **TEXAS ASSOCIATION OF COUNTIES LISTSERV USERS PROTOCOL**

TACA hosts its listserv as a service to members in order to facilitate the sharing of ideas, advice, and experiences, and to foster a community among its members around this State. To ensure that the listserv remains user-friendly, professional, and informative, and uphold the standards of professionalism of the County Auditor's Office, we have adopted this Protocol to guide listserv users of its proper use.

TACA offers one listserv option to the membership, to which members may subscribe. This Protocol will be updated from time to time; the most recent version is available to members on the TACA website at <http://www.texascountyauditors.org>.

### **APPROPRIATE POSTING TO LISTSERVE**

- Posts to the listservs must be of general interest to listserv members;
- Posts must be germane to the listserv purpose. Responses to previous posts that are not germane to the substantive topic are prohibited;
- Posts that are most appropriately sent in private to specific recipients may not be posted to the listserv. This includes specific requests for information or documents, congratulatory notes, comments on the suitability of postings, and thank you messages;
- Inflammatory, offensive, libelous, derogatory, or other ad homonym attacks or postings intended to intimidate or embarrass another Member or even non-members are strictly prohibited,
- Postings which are uncivil and/or unprofessional in tone are prohibited.
- If you have a message that you believe may of interest to a small group of listserv members, post a general description and require private contacts from interested members;
- Posts should be in plain text format and not html-based to facilitate uploading by members;
- Attachments may accompany posts;
- Do not use ALL CAPITAL LETTERS in your messages; this is viewed as shouting and is a breach of "netiquette." Occasional use of a capitalized word or two for emphasis is fine;
- Tying up the listserv with excessive courtesies (i.e., "Thank you" posts, or sending a post to the entire listserv apologizing for accidentally sending a listserv posting that was intended as a private email) is prohibited;
- If you wish to send an Off Topic post to TACA, make certain that it is worth the time of the entire listserv membership.

### **FORMATTING OF POSTS/SUBJECT LINE HEADER REQUIREMENT**

- Subject Line categories: All posts must include a succinct and informative subject line, which must be the first item in the Subject Line.
- Posts related to politics, non TACA member matters are prohibited.
- All posts must include the sender's name, email address, County/Area, and other contact information. This is easily achieved by setting up a standard "signature" in one's email service.
- To facilitate professional and informational communications and to cut down on traffic which deters many TACA members from reading the listservs, members must refrain from posting jokes, "rants," "off topic" messages, or personal musings.

# TEXAS ASSOCIATION OF COUNTIES LISTSERV USERS PROTOCOL

## REPLYING TO LISTSERV POSTS

- There will invariably be some question as to whether some posts belong on the Listserv. Posters are expected to use their best judgment when posting such messages. Replies to the listservs are appropriate only when the reply is of general interest to listserv members and when the reply is germane to the topic being discussed;
- When responding to a listserv posting, DO NOT hit “reply” if you do not intend your reply to go to the entire listserv readership;
- Make sure that your intended recipient(s)’ email address(es) are in the “To” box. There are no “Take Backs!”
- ***Replies must relate to the subject of the original post.*** DO NOT reply to a posting about “Subject A” with a message regarding “Subject B.” Start a new thread on Subject B where appropriate. (This is especially important as TACA listserv postings many times are archived and searchable by keyword);
- When replying to a previous post, quote only the relevant portion to which you are replying, rather than repeating the entire message.

## SHARING OF LISTSERV POSTS

The TACA listserv is for the use of TACA members only. Listserv posts and emails may not be forwarded to non-listserv members. TACA reserves the right to terminate listserv privileges of anyone who violates this rule.

## COMPLIANCE WITH LISTSERV PROTOCOL

This Listserv Protocol serves as the “traffic rules” for the TACA listserv; the rules set forth herein apply to all members and listserv traffic will be impeded if they are not followed.

Posters who do not comply with the Listserv Protocol will receive an off-list reminder. If such failure to comply continues, the Listserv Moderator/Technology Committee Chair is authorized with the removal of the poster from the listservs for a period of time to be determined by the Board.

## NUTS AND BOLTS OF SUBSCRIBING/CHANGING PREFERENCES

- To post to the listserv, send an email with new subject line to [tac-aud@list.county.org](mailto:tac-aud@list.county.org).
- You may post to the listservs only from the email at which you receive your listserv postings. If you change your email, you must also change your listserv email by contacting the Listserv Moderator at [kris@co.guadalupe.tx.us](mailto:kris@co.guadalupe.tx.us).
- If you are having difficulty with a listserv feature or have a question about the listserv, do NOT post your query to the entire listserv; contact TACA’s Listserv Moderator by phone at 830-303-8855, by fax at 830-303-1541 or send an email to: [kris@co.guadalupe.tx.us](mailto:kris@co.guadalupe.tx.us).