

***NORML List Serve
Standard Guidelines and Rules of Etiquette
May 1, 2013***

***NORML has adopted the Society of Management's
Standard Rules of Etiquette***

- Do extend the same professional courtesies in your electronic communication as you would in non-electronic exchanges.
- Do not personally attack others. The discussions on the lists are meant to stimulate conversation not to create contention. Let others have their say, just as you may.
- Do not post commercial messages or solicitations of any kind whether on behalf of an individual or entity.
- Do not send repetitive messages. The cyberspace term for this unacceptable practice is spamming.
- Do exercise professional judgment in your comments. Information posted on the lists is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- All defamatory, abusive, profane, threatening, offensive, or personally insulting remarks are prohibited and will lead to an automatic

suspension.

- Do not post anything in a message that you would not want the world to see or that you would not want anyone to know came from you. Remember that list participants have the right to reproduce postings to this list. NORML disclaims any liability for this.
- Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner.

SOMA's Advice on Messaging Etiquette

- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.
- State concisely and clearly the specific topic of the comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Include only the relevant portions of the original message in your reply, delete any header information, and put your response before the

original posting.

- **Only send a message to the entire list when it contains information that everyone can benefit from.** (*According to the Society of Management, this is everyone's most common error.*)
- Send messages such as "thanks for the information" or "me, too" to individuals--not to the entire list. *You can do this by using your e-mail application's forwarding option and typing in or cutting and pasting in the e-mail address of the individual to whom you want to respond.*
- Do not send administrative messages; such as remove me from the list, through the listserver. Instead, use the Web interface to change your settings or to remove yourself from a list. Changing e-mail addresses? Simply change your settings, but if you have questions, contact NORML at our offices, not the entire list serve.
- Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."

Thanks again for reading and abiding by these simple guidelines.

