WCCN Listserv Rules of Engagement

The following are the rules and conditions for participation in the WCCN Main email listserv. These rules are intended to ensure use of the listserv is appropriate and remains a useful resource for all participants. Email questions to the list manager at conserve@colostate.edu.

To learn more about the Western Collaborative Conservation Network, visit:
https://collaborativeconservation.org/program/practice/wccn/

Email Listserv Purpose

The vision of the Western Collaborative Conservation Network is to promote and support community-based collaborative conservation efforts that strengthen and sustain healthy landscapes, vibrant communities, and thriving economies.

The purpose of the WCCN listserv is to use a single email address, connected to a wide network of participants, **to facilitate the timely exchange of useful information and provide networking opportunities between professionals working on collaborative conservation projects across the West.**

Content and Management

Content distributed within this forum should:
- Amplify existing collaborative conservation efforts from various stakeholders to communicate about the value of collaboration,
- Provide a forum to share collaborative conservation success stories and lessons learned,
- Share new collaboration and conservation science, policy and technical resources,
- Facilitate cross-fertilization of ideas amongst collaboratives, and/or
- Assist in the identification of new communication opportunities for collaborative conservation groups.

One of the goals of the WCCN listserv is to foster improved communication and transparency. **Hence, a list of listserv participants (and their contact information) will be available,** and updated at the beginning of every month. Participants are encouraged to interact outside the listserv's email platform, whenever opportunities present themselves.

Restrictions

Messages containing the following types of content are *not appropriate* for distribution on this listserv:
- Any message that does not pertain to the listserv purpose or is otherwise unrelated to collaborative conservation.
- Messages containing violent, obscene, profane or otherwise hateful language or material.
- Commercial use of the listserv is prohibited. It may **not** be used for solicitation purposes or advertising, unless it is to share information about an upcoming workshop or conference that is directly related to the purpose of this listserv.
- Messages containing confidential personal information. Participation of **state and federal agency personnel on this listserv means email content is subject to state and federal "open records" policies.**
- Copywritten material distributed without the permission of the copyright owner.
- "Thank you's," "me too's," or other personal comments should be sent directly to an individual, and not to the entire list.

Basic Listserv Guidance

Please remember that, when you post to the listserv, you are generating a message to a large, diverse, intelligent, and professional audience. Keep the tone respectful and positive.

In posting to the listserv, you are attesting that the information posted is accurate to the best of your knowledge. Intentionally misleading or inaccurate information should not be posted.

Please **sign all posts with your contact information** so that other members can easily reply to you individually rather than to the list, as they prefer. Be aware that some computer systems might delete the header information from your posts, so **it is best to include your e-mail address in your signature.**

Use the following rule before sending a message to the listserv: "WAIT" = "Why Am I Talking." This will ensure all participants are sharing the most relevant and important information.

1. *Check the "To:" field*

To send an email to all the participants on the listserv, place Wccn-main-l@lists.colostate.edu in the "To" field. Creating a new email will create an entirely new thread with that subject, making it easier for people to follow the online conversation.

IMPORTANT - Before you send your message, check the "To:" field to determine if your message is addressed to the whole list or just the sender of the email.

- Note: Even if you delete the list-serve name from the "To" address line, some e-mail software will still send your response to everyone on the list-serve. If you mean to contact an individual, it is best to launch a new e-mail and to manually enter that individual's e-mail address.

Please consider whether your post will add to the discussion in an informative way that will be of value to others, or whether it is best to send it privately to select participants. If the latter is more appropriate, please refer to the listserv participants contact sheet in the shared Google Drive *(pending).*

2. *Important Notes about Replying*

When you hit "reply all" to the listserv email, the <u>entire</u> list will receive your reply! *(check "To" for confirmation).* **When you hit "reply"** it should only send an email to the person who sent the message, however it is best practice to copy and paste their email address and forward the email reply as a new email to avoid the chance of replying to the entire listserv.

Do not reply to another thread and simply change the subject. Replying to an existing thread and changing the subject line runs the risk of changing all the messages associated with that original topic to the new topic. **Please send a new email to start a new thread/topic of conversation.**

3. *The Subject Line*

Make sure the subject line is descriptive so that recipients have a flavor of the message from glancing at the subject line. This allows members to respond more appropriately.

4. *Attachments*

While this listserv is set-up to handle attachments up to 10 MB in size, please don't post messages over 5 MB out of consideration of server limitations among participants. If you have several attachments, consider sending separate messages or better yet, include hyperlinks to the content you're referring to.

Access and Participation

Listserv managers reserve the right to terminate access of any user for failure to abide by these rules and guidelines. To add yourself to this listserv, you can subscribe here or send an email request to WCCN's Communications Coordinator at Conserve@Colostate.edu.