

Acceptable Use Policy for the TMMA E-Mail List

The Lexington Town Meeting Members Association (TMMA) is a private non-governmental organization comprised of Lexington, MA Town Meeting Members, elected Town officials, certain Town staff and representative members of officially appointed Town committees.

PURPOSE

The TMMA sponsors a Google Group e-mail list to facilitate, support and encourage constructive discussion among our members and to assist with the operation of Town Meeting. Our goal is to minimize restrictions on the use of the list to the extent possible while assuring list members that all postings that they receive are highly relevant to their work as Town Meeting Members. The TMMA expects our members to self-monitor their usage, but a List Moderator, who is an elected official of the TMMA, will encourage members as needed to adhere to good list behavior.

APPROPRIATE LIST TOPICS

- Lexington government and the activities of Town Meeting
- Public policy concerns and issues as actionable at the municipal level. Discussion should cover only local actions that Lexington government can take to address a problem rather than a higher-level discussion of the issue. For example, discuss concrete local steps that Lexington government can take to reduce Town dependence on fossil fuels. Don't discuss the global dangers of relying on fossil fuels.
- List members may post hyperlinks to newspaper and magazine articles with content that informs the reader regarding municipal-level issues. All hyperlinks should be introduced with a brief description of what the article is about and how it relates to municipal activities or the work of Town Meeting. This will add value to the posting and assure list members that it is a safe hyperlink. List members are reminded to use caution before clicking on email hyperlinks both on the TMMA List and elsewhere.
- Announcements of the passing of current or former Town Meeting Members or Town officials and memorializing contributions they have made to Lexington and/or to the greater world are welcome.
- Do not post local, state or federal campaign announcements or candidate advocacy statements.

APPROPRIATE ANNOUNCEMENTS OF NON-TMMA PUBLIC MEETINGS, PROGRAMS AND EVENTS

- Programs, meetings and events specifically regarding Lexington government public policy or Lexington government services
- Informational programs, meetings or events that are sponsored or co-sponsored by an officially appointed Town committee or Lexington government department
- Meetings, programs or events featuring the participation of Town staff or Town officials speaking on subject matter relevant to their Town role
- Public meetings, programs or events sponsored by other municipalities that address issues controlled by Town-level bylaws, such as zoning, noise, building codes and tree management that are relevant to current Lexington issues
- Candidate events for Lexington town elections that are that are politically neutral and offer equal access and opportunity for all candidates

MEMBER RESPONSIBILITIES

- Make every attempt to verify facts and information before posting them.
- Speak to the issue, not the person, and don't assume motives.
- Adhere to a high standard of fairness and respect in your posting.

POSTING BY NON-MEMBERS OF TOWN MEETING

- As a courtesy list members may, but are not required to, post messages on behalf of nonmembers if such messages otherwise meet the guidelines of the AUP.
- Obtain permission from the sender before re-posting emails to the list that you have received via precinct or member proxy email. Verify that the email was not already sent to all Town Meeting Members. Do not re-post to the list any political campaign emails that you have received.
- Originators of Citizen's Articles who are not Town Meeting Members will be given limited posting privileges in order to represent their Article. Citizen's Article originators will be contacted by the TMMA List Moderator and given the specific rules and requirements of this limited status. Article originators should introduce their article once it nears its final form.

TOWN STAFF, BOARDS, AND COMMITTEES

Town staff does not monitor the messages on this list. Correspondence to town staff, officials, boards and committees should be sent to them directly. Post a separate email if you would like to open the same topic for discussion on the TMMA list or to notify non-list members of the issue, and do not use "cc."

TOWN MEETING SEASON

During Town Meeting Season, discussion topics should be directly relevant to current Town Meeting business. Emergent town issues of obvious urgency are excepted. The starting point of Town Meeting Season will be announced by the TMMA List Moderator.

POSTING COURTESY

- Sign all messages, and include your precinct number. If you are writing in an official capacity include the committee name and your position. If your committee membership is relevant to the subject matter of your posting, *but you are speaking only for yourself*, please include that disclaimer.
- Change the subject line if the topic has evolved.
- Don't respond to off-topic postings.
- Respond off-list when your posting is of limited interest to the larger group.
- Do not use "cc" on any postings to this list.

QUESTIONS REGARDING THIS AUP

- Direct any questions regarding Acceptable Use to the TMMA List Moderator who retains discretion in interpreting this AUP. The TMMA List Moderator reports to the TMMA Executive Committee. Contact information may be found at www.lexingtontmma.org under Contacts