



## **Email Discussion Group General Guidelines**

**[tclepc@corra.nctcog.org](mailto:tclepc@corra.nctcog.org)**

### **List Moderator:**

The moderator of the TCLEPC Email Discussion Group will be the TCLEPC officers as elected by the TCLEPC group. If you have any questions, comments, or complaints about the list, please e-mail the REM chairs at [tcoem@tarrantcounty.com](mailto:tcoem@tarrantcounty.com).

### **Purpose of the TCLEPC Email Discussion Group:**

The Tarrant County Local Emergency Planning Committee Email Discussion Group is designed to provide a public forum for emergency managers to exchange ideas, thoughts, problems and solutions that relate to the emergency management profession in North Central Texas. This email discussion group should be used solely to share ideas and information related to emergency management. It is not a general discussion list.

### **Rules of Conduct for the TCLEPC Email Discussion Group:**

All users of the TCLEPC Email Discussion Group must agree to the rules of conduct outlined below. Your agreement to the following is assumed when you send a message through the TCLEPC Email Discussion Group.

- I agree not to request contributions for political candidates or solicit attendance at partisan political events.
- I agree that I will not post any communications that are normally considered libelous, defamatory, false, obscene, indecent, lewd, pornographic, violent, abusive, threatening, harassing, or disruptive, or that may constitute grounds for civil liability.
- I agree not to use false, misleading, or duplicative addresses in order to disguise the destination of any content transmitted through this service.
- I agree not to forge headers or otherwise manipulate identifiers in order to disguise the origin of any content transmitted through this service.
- I agree not to upload, post, email, or otherwise transmit any material to the best of my knowledge that contains software viruses or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment
- I agree not to upload, post, email, or otherwise transmit any unsolicited or unauthorized advertising, promotional materials, junk mail, spam, chain letters, pyramid schemes, or any other form of such solicitation.

- I agree not to upload, post, and email or otherwise transmit any copyrighted or proprietary information, personnel records, or other information restricted from public dissemination without proper authorization as provided by law.
- I understand that failure to observe these rules and to conduct myself with appropriate etiquette will result in my removal from the TCLEPC Email Discussion Group.

**Do Not File a Complaint to the Entire Email Discussion Group:**

If you disagree with the relevance/usefulness of posted information, do not send a complaint to the entire list. Instead, please send an email message to TCLEPC Chairs at [tcoem@tarrantcounty.com](mailto:tcoem@tarrantcounty.com) and express your opinion. TCLEPC chairs will address the posting.

**7 Things to Keep in Mind When Sending a Message to the TCLEPC Email Discussion Group:**

1. When responding to the TCLEPC Email Discussion Group, keep your message brief.
2. Include a portion or summary of the message you are responding to, but do not forward the entire message.
3. Have an opening and closing in your message.
4. Be careful when using humor in your message.
5. Identify yourself by providing your first and last name, as well as your title and company/jurisdiction.
6. If you have a conflict with an individual, send your comments to the offender directly by private email message.
7. Don't be critical of people's queries posted to the Email Discussion Group.
8. Remember that we're here to learn, share, and grow through this communications forum.
9. The overall intent of this discussion group is to share information, foster ideas, and network with our regional partners in emergency management and allied fields. We envision this to be another useful tool in furthering local emergency planning in Tarrant County.

If you have further comments and/or questions please feel free to send them to the TCLEPC Chairs at [tcoem@tarrantcounty.com](mailto:tcoem@tarrantcounty.com).