

GUIDELINES FOR PARTICIPATION IN THE TOWN COMMON PLANNING LIST

The Winchester Town Common Task Force

www.towncommon.org

Town Common maintains an e-mail list to facilitate coordination and planning among participating organizations and volunteers for those organizations.

Who can join the list?

- People who are actively engaged (whether as volunteers or staff) with a group (informal or incorporated) that is participating in Town Common;
- People who are involved in emerging efforts in town;
- People who are engaged with a particular issue and are looking to start a new effort in town around that issue. For the first criteria (a group participating in Town Common), the term "group" is meant to include informal groups and not just official nonprofits or other legal entities.

What kinds of messages can be sent to the list?

Please DO consider sending the following types of messages to the list:

- Opportunities for other local organizations to co-sponsor events or projects
- Requests for donations of specific goods or services
- Invitations for local organizations to provide input that will help your organization in planning events or initiatives
- Any other appropriate message to help your group with planning an event, initiative, project, or other collective effort.

What kinds of messages should NOT be sent to the list?

To make the volume of e-mail more manageable for list subscribers, please do NOT send the following:

- Event announcements (an e-mail asking for help planning an event is fine, but this list is not designed for advertising the many wonderful events taking place in town each day.)
- Advertisements and financial solicitations (Inviting other groups to join you in planning a fundraiser for disaster relief would be a great use of this list, but sending your nonprofit's year-end fundraising appeal would not be.)
- Messages that are just FYI, without a clear request or planning-related question
- General expressions of opinion, calls to action, or political announcements supporting a particular candidate or party
- Messages that are not related to fostering collaboration among local organizations participating in Town Common.

To maintain a safe and welcoming space, we do not allow messages that are irrelevant, redundant, hateful, malicious, uncivil, disrespectful, or include personal attacks on an individual.

When do messages arrive?

List members will receive all posts and responses, but the default setting for list members will be to receive a digest e-mail once per day (or less) rather than to see messages as they arrive. This reduces the “real time” conversational aspect of the list but also makes the volume of e-mail more manageable for all participants.

Who are the moderators?

Moderators are chosen by the Town Common Task Force from within the Task Force and from the staff and leadership of groups participating in Town Common. Every effort is made to select moderators who are deeply committed to promoting civic engagement in Winchester and to supporting the work of all Town Common organizations. Our current moderators are Casey Bauer, Gloria Legvold, and Peter Pulsifer.

Please keep in mind that this is a volunteer role and while our moderators will follow discussions on the list, they are not online at all times and may take time to respond to issues that arise.

Moderators do not approve messages before they are sent, which means we are relying on all list members to read and adhere to these guidelines for participation. Moderators do read the list e-mails on a regular basis and if they become aware of an e-mail that violates the guidelines, or they perceive a trend in the guidelines not being followed, they will intercede. Moderators may reach out to individuals on the list, or send an e-mail to the list as whole, depending on circumstances. In rare cases, moderators do have the right to remove people from this list.

Moderators also review and approve requests for new members to join the list, based on the criteria above in the “Who can join the list?” section.