

## Helpful Hints and Guidelines for Branches Listserve

(Purple text is new.)

### Listserve Purpose

The primary function of the Branches Listserve (or Branches List) is for national WILPF US and WILPF US branches to be able to relay WILPF news and information, issue committee information, branch action items, and other WILPF announcements of broad interest to WILPFers.

Because the monthly electronic newsletter, the eNews, reaches more members directly, it – not the listserv – is the preferred means for publicizing WILPF items known sufficiently in advance.

WILPF members who wish to receive the eNews but do not currently should email [info@wilpfus.org](mailto:info@wilpfus.org) and include a phone number, in case further contact is needed.

### Primary Responsibility of Listserv Members

Only a limited number of WILPF members receive the Branches Listserv, so branch liaisons (who are subscribed to the Branches Listserv based on their role of communicating listserv information to their branch) are *the* connection for listserv posts reaching the rest of the branch members. The liaisons are responsible for relaying to their branch and/or branch members information pertinent to them. (When possible, branches are *strongly encouraged* to have separate individuals for branch liaison and branch contact.)

To be eligible to be on the listserv you must keep your WILPF US membership current. Also, please be sure to notify [info@wilpfus.org](mailto:info@wilpfus.org) if your email address changes!

### Guidelines for Listserv Posts

The Branches Listserv is viewed directly by dozens of WILPF US members, and its emails are forwarded to hundreds of others. Please follow these guidelines to maintain the usefulness and the decorum of the listserv. Failure to do so, especially in either a repeated or a substantial way, may lead to being removed from the listserv without notice

1. Posts to the Branches Listserv primarily should be to publicize WILPF activities or actions. Occasionally it may also be appropriate to post about items on topics strongly related to WILPF issues and actions that are likely to be of broad interest. However, the WILPF US listserv is not to be used to promote membership in organizations or groups that are not part of the official WILPF US structure.
2. We rely on the Branch Liaisons to **read all posts (emails) to the listserv** as well as to **pass information along** to their branches. Consequently, we seek to avoid excessive “listserv traffic” that can lead to the listserv emails being disregarded or even deleted unread. To avoid excessive traffic –
  - Please *do not* reply to all. Please check *to whom* your reply is going to avoid accidentally replying to all.
  - Please limit the number of your posts to the listserv. (Please use the eNews to publicize WILPF items known sufficiently in advance, tho’ a reminder close to the event may be appropriate.)
3. In case a reader has a question about something in a listserv post, when you are posting, please remember to include in your **email the contact information for obtaining more details**.
4. Listserv posts should be concise, **with the contents being only about the announced event, link, etc.**

5. The listserv is not a “discussion” listserv. Comments concerning WILPF functioning or leadership are inappropriate to the listserv. They may be directed to the specific leaders or members of the committees involved and/or be addressed within the business of those committees.

Program-related discussions, when related to the issue committees, may take place in the relevant issue committee. Additionally, the “Soapbox” portion of the monthly One WILPF Calls is a discussion forum.

6. The contents of Branches Listserv posts reflect on WILPF US. Language in posts should be civil and posts should be consistent with the WILPF International principles, purpose, and Code of Conduct, as well as the purpose of the branches listserv. Listserv posts should not attack or insult WILPF members. If you have an issue to raise about a WILPF US practice or a person connected to WILPF, please contact [President@wilpfus.org](mailto:President@wilpfus.org) or [info@wilpfus.org](mailto:info@wilpfus.org).