

# Listserv Rules and Code of Conduct

The OCCMA listserv was established in the mid- 1990s as a means for professional support and information sharing between OCCMA members. The listserv is currently hosted by the League of Oregon Cities. A member of the League staff acts as the Association Manager. Policies are established by the OCCMA Board of Directors in consultation with our Association Manager.

Access to the listserv is provided to: active, affiliate, retired, honorary, students, and lifetime members of the Oregon City/County Management Association Constitution. For these members, access to the listserv is a privilege and not a right of membership. Failure to follow the Code of Ethics (ICMA or OCCMA) or listserv rules may result in sanctions up to and including removal from the listserv. Each listserv member/user are to follow strict and solid ethics and professional usage.

## **COURTESIES & COMMON SENSE (aka "THE RULES")**

*Use of Information and Materials:* All information and materials shared on this listserv should be used in the spirit of Tenet 2 of the ICMA Code of Ethics: "Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant."

Forwarding listserv messages to outside parties should be done judiciously and within the spirit and intent of these rules and the ICMA Code of Ethics. Information on the listserv is "not confidential material" and may be subject to public requests. Respecting others rights, privacy and opinions are to be maintained at all times and members should refrain from communicating or passing on information to another's elected officials and/or supervisors. If there is an ethic or illegal action, please let the Association Manager know who will pass it on to the appropriate OCCMA individual as necessary or required.

*Keep Your Posts Clean, Short and Succinct:* When replying to a message, keep the part of the message you're responding to, and delete the unnecessary material. Keep them short and succinct!

*Watch the Subject Line:* When you post and the subject line no longer has any relevance in regard to your topic, please change it to reflect whatever you are talking about. For example, if the subject line reads "Re: COLAs" and the message has started talking about "Job Descriptions," change the subject line.

*Prohibited Messages:* Chain letters, urban legends and messages with bias against a protected class, individuals, people, and group are prohibited.

*Privacy:* This is a restricted listserv. Use of the membership listserv for marketing or other purposes not related to the purposes of OCCMA is considered a serious violation of the Rules and may be subject to violations/penalties.

*Professional Decorum:* Attacking other listserv members is not allowed, directly or indirectly. Please allow everyone to speak their mind in a friendly and professional manner, and respect the fact that we can't all agree all of the time.

*Off-Topic Posts:* This listserv is about management of local government and professional support, sometimes our conversations stray off topic. If you are talking about anything that isn't related or is not about any specific topic/subject for the entire group, please be courteous and take it from the listserv and email the person privately.

*Questions:* If a listserv member has any questions regarding this policy and how it might affect information contained in a post, they should contact the President before posting the message.

*Violations/Penalties:* The President may impose sanctions on a member who violates the rules governing the use of the listserv and the ICMA Code of Ethics. Sanctions may include, but are not limited to:

- Warning
- Reprimand
- Suspension of listserv privileges for up to 60 days
- Termination of listserv privileges

*Appeal of Penalties:* A person may appeal the imposition of a suspension or termination of their listserv privileges by submitting a written notice of an appeal of the President's decision. Such appeal shall be sent to the OCCMA Association Manager at 1201 Court St. NE, Suite 200, Salem, OR97301. The appeal shall be heard by the OCCMA Executive Committee within 30 days of the receipt of the notice of appeal. The President shall not participate in the appeal hearing as a member of the Executive Committee and shall not vote. The President shall present such information as they deem appropriate during the informal appeal hearing. The appellant shall present information and testimony regarding their appeal of the President's imposition of penalties.

The Executive Committee, after the conclusion of its informal hearing, shall either sustain, modify, or reverse the President's imposition of penalties. The Executive Committee's decision shall be based on its findings relative to whether there has been a violation of the listserv rules and in the case, it has found a violation, the reasonableness of any penalty imposed.

*Reinstatement of Persons Whose Privileges Have Been Terminated:* A member in good standing of OCCMA whose listserv privileges have been terminated may petition the Executive Committee of OCCMA for reinstatement no sooner than one year after the date the member's privileges were terminated. In the petition for reinstatement, the member shall indicate the reasons why the member should be considered for reinstatement and the member's commitment to abide by the rules governing the use of the listserv. It shall be solely at the discretion of the Executive Committee whether to reinstate a member's listserv privileges.

If you receive any other listserv related e-mail, privately or publicly, which you consider offensive or inappropriate, please bring it to the attention of the President or the Association Manager immediately to be dealt with accordingly.

*Adopted: April 25, 2008 by the OCCMA Board of Directors*

*Revised : July 10, 2020 by the OCCMA Board of Directors*

*Revised – July 22, 2023 by the OCCMA Board of Directors*