



New York State Training and Development Council (NYSTDC) Listserv Standards

Please read the following standards for posting messages to NYSTDC Listserv.

NYSTDC Listserv Purpose and Rules

I. NYSTDC Listserv Purpose

The NYSTDC listserv is an electronic peer discussion group for members of the NYSTDC. The purpose of this listserv is to provide a communications forum for members to communicate and share ideas of interest with other NYSTDC members.

II. Rules for Posting to NYSTDC Listserv

A. Who May Submit Messages to the Listserv:

NYSTDC members

B. The Prime Consideration for those Submitting Messages:

Please do not submit messages to the NYSTDC listserv unless you are reasonably certain your message is of sufficient professional concern to a group of NYSTDC members—or that a reply would be of sufficient professional service to yourself—that it warrants delivery to the multitude of subscribers of the listserv.

C. Submission Requirements: Each submission must contain the following:

1. A substantive question, comment, or information which meets the description of an "Appropriate Submission" as described below.
2. The submitter's full name, state agency affiliation, and email address at the end of the message.

D. Appropriate Submissions:

Postings about substantive issues covering the range of employee learning and development and which are relevant to at least a subset of the membership are generally appropriate, except as described below.

E. Inappropriate Submissions:

NOTE: This listserv, as used in conjunction with the conduct of NYSTDC business, will strictly adhere to relevant laws and regulations governing ethics, professional conduct, and procurement. In consideration of organizational sensitivity, particular scrutiny must be applied to all submissions that mention, refer or link to, or in any way relate to specific corporations and/or commercial products and services. When there is any question concerning the appropriateness of a submission that falls within this context, it should be first discussed with and reviewed by the GOER Liaison to the NYSTDC.

The following types of submissions are inappropriate:

1. Commercial solicitations, advertisements (SPAMS) or invitations to commercially-hosted events, including product or service user groups
2. Topics generally irrelevant to the employee learning and development community
3. Personal communications between individuals
4. Replies to individuals' requests for information which are obviously not of significant interest to the membership at large
5. Personal criticism of individuals or even substantive contributions which violate professional protocol
6. Personal or confidential information about others
7. Messages whose content, were it posted, might present legal problems for the NYSTDC or its members
8. Messages of inconsequential or non-substantive content, such as merely posting "I agree" without contributing substantively to the discussion. (Such replies should be sent directly to the author of the original message.)
9. Messages devoted solely to humor or light conversation.
10. Job Vacancy Announcements

F. Attachments and Long Messages:

Exceptionally long messages (i.e. many pages in length) or large attachments are discouraged because they cause problems for some subscribers with limited email storage. Persons wishing to share large documents should instead announce that interested individuals may request the material directly from the person making the offer, and the document(s) should then be sent directly to the interested parties' email addresses, not via the NYSTDC listserv.

G. Replies to Requests for Specific Information:

Replies to online surveys or requests for an isolated bit of information for one's own need should be sent directly to the inquirer, not the entire listserv. When appropriate, the inquirer can later post a single summary of multiple responses to the listserv.

H. Decorum:

Messages posted to the NYSTDC listserv must be civil and professional in tone. Communication via the NYSTDC listserv cannot provide the same freedom of expression as would be possible in a private conversation among confidants.

I. Liability:

Neither the NYSTDC Executive Committee, Committee Chairs, or the administrators of the listserv's host site can verify the content of postings for accuracy or be held accountable for message content. Parties submitting messages to the NYSTDC listserv bear sole responsibility and liability for the content of their postings.

J. Sanctions:

Egregious disregard of these NYSTDC listserv standards may ultimately result in revocation of the offender's NYSTDC participation in any and all organizational undertakings.

K. Privacy of our email lists/Resale or disclosure of information to third parties:

We do not share the email addresses of our member list with outside organizations or persons.

III. Questions:

Questions, concerns, and issues can be directed to GOER Liaison to the NYSTDC Monica Vasto at mvasto@goer.state.ny.us.

(Adapted and used with permission of the NYS Forum, from NYS Forum Work Group Listserv Guidelines, 2009.)