



## LISTSERV POLICY & PROCEDURE

The Listserv has been established to facilitate and encourage the free flow of information necessary to maintain an informed and engaged membership of the Association. All MMTA members have access to use of the MMTA Listserv subject to the following guidelines.

1. The Listserv is an information network for our members. Users should consider whether it is appropriate to post an answer to the entire Listserv, or respond directly to the member asking for the information.
2. The Listserv is intended for use by each member to support their professional role. Members should not use the Listserv for commercial purposes or personal business.
3. When posting to the Listserv, members shall be respectful, professional, and courteous.
4. Information and discussion regarding proposed legislation relevant to the MMTA is encouraged; however, political messages, campaigning, candidate support or defamation are not allowed.
5. Private life events should not be posted on the Listserv; the MMTA Facebook page may be appropriate for such observances. However, occasional professional milestones (such as retirement) are permitted.
6. The following is prohibited:
  - a. Defamatory, abusive, discriminatory, intimidating, profane and/or offensive language.
  - b. Using the Listserv to falsely impersonate an individual, group, organization, or entity.
  - c. Sharing contests, chain mail, junk email or any other spam-type message.
7. All information shared on the Listserv must comply with all federal and State of Michigan statutes.
8. The MMTA does not support or reference the information on the Listserv as accurate.

All members who are using the MMTA Listserv are expected to comply with the policy. The use of the Listserv is a privilege of membership and not a right. The Board of Directors or its designee can suspend a user's access to the Listserv with or without notice for a violation of the policy, or if a user's posts are deemed detrimental to the mission or reputation of the Michigan Municipal Treasurers Association.

*Approved by the MMTA Board of Directors via electronic correspondence on June 7, 2012.*

*Revised and approved by the MMTA Board of Directors on June 17, 2016.*

*Reviewed and updated by the Board of Directors on May 21, 2023.*