

## Policy for the Use of the CCMFOA ListServ

January 2012

### What is the ListServ?

ListServ is an email-based discussion group where members ask questions or share information. Once you join a list service, you may send an email to a specific address and your message will automatically be forwarded to everyone who has joined the list. The members of the list service can then respond to just the sender, the entire list, or choose not to respond at all. It's a great way to get advice from several people at one time or to share information with a large group that could benefit from the information.

### The purpose of the ListServ:

To network with colleagues;  
To seek advice and get responses quickly;  
To resolve problems and seek solutions.

### ListServ Etiquette:

To make ListServ postings more effective:

All emails should be professional and concise—Do not send jokes, stories or pictures;  
Provide contact information;  
Reply to the entire ListServ if everyone will benefit from your information; otherwise, send the response to the individual only—not the entire list!  
Do not post anything you do not want the world to see (Mayor/Council/City Administrator);  
Use the ListServ for business purposes only and not as a Facebook or MySpace page.

### CCMFOA Membership Required.

The CCMFOA ListServ is a membership benefit. The ListServ is sponsored by the League of Kansas Municipalities and is open to all current members of CCMFOA. All new members should provide an email address on their membership application. The CCMFOA Treasurer forwards new member information to the League.

All new CCMFOA members can access ListServ by following the subscription instructions:

### ListServ Instructions:

To Subscribe:

1. In the "To:" line, type: [info@lkm.org](mailto:info@lkm.org)
2. In the "Subject:" line, type: subscribe
3. In the "message" space, type: subscribe ccmfoa
4. Send the message.

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Page 2

January 2012

### To Post a Message:

1. In the "To:" line, type: [ccmfoa@list.ink.org](mailto:ccmfoa@list.ink.org)
2. Fill in the "Subject:" line and "message" space with your question/problem.
3. Send the message.

### To Unsubscribe:

1. In the "To:" line, type: [info@lkm.org](mailto:info@lkm.org)
2. In the "Subject:" line, type: unsubscribe
3. In the "message" space, type: unsubscribe ccmfoa
4. Send the message.

### NOTE:

The League of Kansas Municipalities does not circulate, rent, lend or otherwise share the email addresses of CCMFOA members.

Be aware that emails are increasingly considered recoverable under the Kansas Open Records Act, so keep the ListServ entries professional and use discretion.

There is an archive of prior postings. The archive is only available to the list members.