Guidelines for UUAA Group Communications

This guide was created by the UUAA Communications Committee to provide group leaders with resources to ensure that our communities are operating respectfully and covenentally with each other. Group leaders may edit this guide to apply to their own group communications. These guidelines apply to group listservs, Facebook groups, Realm messages and other group communications. Questions? Email communications@uuaa.org*.*

Good Practices

1. Please be considerate of other group members by keeping messages as brief as possible and only on topics relevant to the group.

    a. Please don't distribute spam.

    b. No off-topic endorsements, commercial or otherwise.

    c. Don't use group communications to inform or recruit people for other groups or causes you support that are not specifically relevant to the group.

2. In all communications, including listservs, Facebook groups, Realm messages, and more, remember that we are a covenantal community working toward the same vision. Consider the tone of your message. Consider whether your message is making a helpful contribution to the conversation.

    a. Any illegal materials or defamatory, abusive, profane, threatening, or offensive language will lead to immediate removal from this list and all UUAA listservs.

    b. When posting a message in the listserv, be aware that the Internet is not a private place. Consider whether you would want the world to see your message and know that it came from you.

    d. Without body language and spoken emphasis, online communication can be easy to misinterpret. As the sender, please be extra clear and thoughtful about the words you choose. As a reader, please assume good intentions or ask the sender for clarity about their intentions.

3. Take care to know state and federal laws about putting politics in your messages. From the **UUAA Communications Policy**, regarding political speech:

"UUAA may not endorse or oppose specific political candidates. Please note that this includes emails sent from an @uuaa.org email address or sent to an @uuaa.org group, as well as all other forms of communication (such as US mail and private email accounts) that are clearly identified as coming from a UUAA affiliated group.

Within narrow limits on time, effort, and expense (see www.uua.org/realrules), UUAA and its recognized groups may advocate for or against specific pieces of legislation or ballot initiatives.
UUAA may announce the details of events that are nonpartisan in nature or that deal directly with relevant political or social advocacy issues."

Suggested Etiquette

- Use descriptive subject lines. Sometimes this means starting a new "conversation" chain if it will be important later to find the email by its subject.
- Identify yourself: Most email programs let you define a signature. Your full name may be helpful if the listserv has more than a few members.
- When replying, include the relevant part of the original message.
- Reply privately when your message isn't of interest to the whole group. Don't abuse "Reply All".

Inappropriate Communications

- In order to maintain a safe space, group leaders may take steps to stop disruptive or damaging behavior. If a member of a group is found to be abusing these guidelines, the group leader will warn them about the inappropriate messages. If the member continues to abuse the group's communications, they will be removed from the group's email list (listserv). If the group leader or the member are unhappy with the way the problem is solved, they can consult with the Living Our Values team at lovteam@uuaa.org.

Resources for Group Leaders

- UUAA Operations Policies
- UUAA Core Values
- Living Our Values (LOV) Team: For any covenant, conflict, or right relationship matters that come up email lovteam@uuaa.org.
- Communications Ministry Specialist : For any policy or general communications questions. Email communications@uuaa.org.
- WebTech Team: For any UUAA email or web-related issues, or for setting up a new listserv group. Email webtech@uuaa.org.
- Realm Help Team: For any Realm-related questions or issues. Email RealmHelp@uuaa.org.