MIDDLE RIO GRANDE WATER ASSEMBLY

POLICIES AND PROCEDURES SYSTEM

POLICY NUMBER: EC005   **DATE: January 11, 2002**

TITLE: **Policy Guide for Use of the Water Assembly E-Mail Listserve**

1.   <u>Background.</u> Since its inception the Water Assembly E-Mail Listserve has become an essential tool for disseminating information to Water Assembly participants as well as others interested in the water planning process. However, despite its usefulness the listserve is often used for e-mail messages that are of limited interest to most Water Assembly participants. Because the listserve has become an extremely popular and useful means of communication among Water Assembly participants, alleviating this problem while making information widely available is essential

2.   <u>Discussion.</u>   In view of its popularity and usefulness to all Water Assembly participants, liberal use of the listserve cannot be diminished or curtailed. However, e-mails of little or no interest to a recipient could simply be ignored, postponed, or discarded if the recipient could identify - at least to some degree - the content of the e-mail when listed in the inbox. Identification of the contents of an e-mail could be greatly improved if the subject line of the e-mail were to be constructed in a systematic manner that could be institutionally understood provided such construction would be minimally complex for the sender.

   Accordingly, a subject line of an e-mail that would contain - and would be limited to - the intended readers, the content type, and a brief description of the content would normally be sufficient for a recipient to make a determination of sufficient interest while limiting the complexity of the preparation of the email by the sender.

3.   Because of the risk of diminishing the usefulness of the Water Assembly Listserve and the difficulty in imposing constraints on Water Assembly participants in its use, this policy is considered a guide. Nevertheless, the cooperation of all participants is requested to aid in the water planning process and all are urged to comply with this policy.

4.   <u>Policy.</u> Effective immediately, the subject line of all e-mails addressed to the Water Assembly Listserve should contain - and be limited to - three elements: the intended readers, the content type, and a brief description of the content; as demonstrated in the following:

   <u>Intended Readers</u> -- Start Subject line with a brief indication - preferably in the form of an acronym or a brief combination or series of letters - of the intended readers of the e-mail. Example: WA/PPC, WA/UUEDA, WA/AWT/EdP, etc.

   <u>Content Type</u> -- The second element should provide one or two words to indicate the topic of the e-mail. Example: Meeting, News Article, and Opinion. Workproduct, URL, Reference, Website Reference, etc.

   <u>Brief Description</u> -- The third element should be a few words to indicate what is in the email and why it is being sent. Example: FUWP/Critique requested, Agenda/Info, OSE declaration/headsup, etc.

Separation -- **Each of the elements should be separated by a semicolon.**

Examples of complete Subject lines:

WA/PPC;meeting;summary of yesterday's strategy session/for info.

WA/UUEDA; opinion;discussion on alternative 173/comment requested.

WA/AWT/EdP;question; should we have a special evaluation meeting?

WA;workproduct; draft balance sheet is on website/comments requested

WA; website reference; revised page "who are we?"/for info

This Policy has been established by action of the Executive Committee on

_____.
       Date

Signed _____
           Secretary