



# NAAP-NY Committee Listserv Policy

- **The NAAP-NY email discussion groups (Listservs) are communication tools for NAAP-NY members to organize NAAP-NY events, programs and initiatives. They are meant only as a means to facilitate communication for this purpose.**
- **To be added to a Committee listserv, an individual must have completed the NAAP online membership form.**
- **Unacceptable Committee Listserv Conduct:**
  - **Insulting other Committee members**
    - If a member makes a personal attack against another member on the Committee listserv. Examples of personal attacks can be, but are not limited to: personal threats, cursing or name-calling, sharing of personal information not relevant to NAAP-NY work.
      - The relevant Committee facilitator will refer the situation to the Leadership & Administration Committee (LAC), comprised of all NAAP-NY Committee facilitators.
      - LAC will vote on whether or not it agrees with the facilitator that a transgression occurred. If the majority agrees with the facilitator, then the person will be removed from the list for a three-month period.
      - An email will be sent by LAC to the member explaining why (s)he is being removed from all Committee listservs. (S)he may remain on the main NAAP-NY general member listserv.
      - An email will be sent from the facilitator to the Committee advising them of the transgression and explaining that the person is permitted to re-subscribe to the listserv after three months, if (s)he is still interested. After the three months is up, the person is free to re-subscribe to the list.
      - If a second transgression occurs, (s)he will be removed from all Committee listservs immediately and indefinitely based on a LAC decision (as defined in points 1 and 2). (S)he may remain on the main NAAP-NY general member listserv.
  - **Making inflammatory statement(s)**
    - If a member makes an inflammatory statement that conflicts with any of NAAP's mission points or makes an inflammatory statement that harms the morale of NAAP's members and/or NAAP's reputation in the community. Examples of inflammatory statements can be, but are not limited to, the following: Advocating violence, statements which express racism, sexism or other forms of discrimination or intolerance.
      - The relevant Committee facilitator will refer the situation to the Leadership & Administration Committee (LAC), comprised of all NAAP-NY Committee facilitators.
      - LAC will vote on whether or not it agrees with the facilitator that a transgression occurred. If the majority agrees with the facilitator, then the person will be removed from the list for a three-month period.
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      - If a second transgression occurs, (s)he will be removed from all Committee listservs immediately and indefinitely. (S)he may remain on the main NAAP-NY listserv.
- **LAC reserves the right to apply the Committee listserv policy guidelines retroactively if they deem it necessary to do so in order to protect the interests of NAAP members and/or to preserve order on the Committee listservs**