

Broadcast List Rules and Procedures

Rev. 2, Dec. 2004

GPCA IT Group

A broadcast list is designed for one-way communication from the state party to a broad, targeted audience. Subscribers to a broadcast list cannot reply to the messages they receive.

The IT Group currently operates the broadcast lists described herein.

Contacts List

<http://lists.cagreens.org/mailman/listinfo/county-contacts>

Purpose

This list is for the state party to communicate official party business to the County Organizations of active counties, and other Greens as designated.

Official business includes information regarding:

- State meetings
- Projects of the Coordinating Committee, Standing Committees and Working Groups
- Business of the Party Officers
- Other items deemed appropriate by the Coordinating Committee or General Assembly

This list typically does not distribute:

- Event announcements
- News and information articles
- Candidate literature or promotions

Audience and Distribution

County Councils of all active counties are the primary recipients. The contacts list is derived from a database of councilors maintained by the IT Group.

Councils may also request additional active Greens in their counties be added to the list.

A Council may also request an alias address be used for the council rather than individual members. In this case, the council is responsible for maintaining the forwarding of the alias.

Messages will state whether the intended audience is the list recipients, and/or for further distribution among the county's general Green audience. County Councils are responsible for setting up a system of distribution to Greens in their counties.

Some messages are used to solicit a response from the audience. In those cases, the message must contain contact information as to where the responses should be sent. The list operator cannot facilitate responses to messages.

Authorized Access

Only the list operator and back-up operator have posting privileges.

The following Party positions are authorized to request messages be posted to the list:

- Co-coordinators of the CC, SCs and WGs. Coordinators may authorize another individual for posting requests by notifying the list operators.
- Officers of the Party – Treasurer and Liaison to the Secretary of State

List Operators

There is a list operator and a back-up operator. Messages intended for this list must be sent to both persons in case the back-up is needed. The alias address for the list operators is `lists@cagreens.org`.

The list operator will review each posting request for appropriateness, as guided by this document. The list operator returns non-compliant messages with an explanation for the rejection.

If there is disagreement about the appropriateness of a message, the list operator will consult the Coordinating Committee for resolution.

The list operator notifies the back-up operator of any planned absences so the back-up can assume the duties of this job.

To maintain the contacts list, the IT Group, with assistance from the CC, will collect County Council information after the Primary when councilors are elected.

How To Use the *Contact List*

1. Authorized party members send their messages to the list operator and the back-up operator at `lists@cagreens.org`

The message should indicate whether it is intended for list recipients only, or for forwarding to the general Green audience. If a response to the message is desired, it must include contact information, as this list cannot be used for two-way communications.

Messages must be formatted in plain (ASCII) text, not RTF or HTML. See <http://www.expita.com/nomime.html> for instructions to turn off formatting in your email client.

2. The list operator reviews the message for compliance with the guidelines of this document. The list operator returns non-compliant messages with an explanation for the rejection.
3. The list operator distributes the message on contacts list.

Updates List

<http://lists.cagreens.org/mailman/listinfo/updates>

Purpose

This list is for the state party to communicate news and information to a public audience interested in the activities and actions of the Green Party of California.

Typical messages on this list include:

- Press releases of the GPCA, and other Party decisions of general interest.
- Press releases and news circulars of the GPUS that are pertinent to, or deemed to be of interest to, California Greens.
- Announcements of state meeting.
- Announcements of regional events on a large enough scale to be of interest to a large geographical area.
- Messages of internal Party business considered to be of interest to a general audience.
- Candidate information is allowed in a balanced manner that does not appear to favor any given candidate.

This list typically does not distribute:

- Messages regarding the work business of the CC, SCs or WGs.
- Messages regarding the work business of the Party Officers.

Audience and Distribution

This list is intended for the general public and is open for self-subscription.

Authorized Access

Only the list operator and back-up operator have posting privileges.

Anyone may send a message to the list operator requesting posting. The list operator will review the message for appropriateness in accordance with the guidelines of this document. Messages deemed inappropriate will be return with explanation.

List Operators

There is a list operator and a back-up operator. Messages intended for this list must be sent to both persons in case the back-up is needed. The alias address for the list operators is `lists@cagreens.org`.

The list operator will review each posting request for appropriateness, as guided by this document. The list operator returns non-compliant messages with an explanation for the rejection.

If there is disagreement about the appropriateness of a message, the list operator will consult the Coordinating Committee for resolution.

The list operator notifies the back-up operator of any planned absences so the back-up can assume the duties of this job.

Selection of List Operators

The list operators shall be elected by consensus of the IT Group. A list operator and back-up operator do not need to be members of the IT group to seek election or be elected.

Only the IT Group can remove (with cause) the list operator or back-up operator. The consensus process must be used to make the decision. The list operator and back-up operator must be given two weeks notice that such action is planned to take place.