

# UUCS LIST Posting Instructions and Guidelines

## ***Email and Website Addresses for posting:***

Posting messages via Email = [uucslis@uusalem.com](mailto:uucslis@uusalem.com)

Reviewing / posting messages via WEB = <https://groups.google.com/a/uusalem.org/g/uucslis>

Both methods are equally valid for posting your message to the UUCSLIST email group though email is the more popular approach. Members of the group can visit the web page to see previous discussions.

## ***Participants in UUCSList should follow these guidelines when posting communications:***

Remember the UU spirit of communicating in a manner that will both contribute to the experience of all readers and reflect well on you.

1. Post infrequently. Like the carpenter who uses "Measure twice, cut once" as a guideline, think about what you want to say, then say it once.
2. Say something substantial. All postings to this list should contribute significantly to the discussion. Simply saying "I agree" (in so many words) or "I disagree" (in so many words) does not meet this guideline.
3. Say something new. Repeating something doesn't convince someone who disagrees with you of their error. Explaining the same argument differently in an attempt to make them see the light is not an effective strategy.
4. "Getting the last word" is for children. We're beyond the age when we should be concerned with being the one to end the argument. Just because you are the last to speak doesn't mean you won the argument.
5. Agree to disagree. The likelihood of convincing someone to change a strongly held opinion is nil. State your case, but give up on the idea of converting the heathen.
6. Take "private conversations" off the list. When list interaction gets to be a dialogue between two individuals trading comments or arguments, that's a sign you need to take the discussion off the list and correspond privately with that person. If the discussion was really of interest to the general subscriber list, you would see others posting on the topic as well.
7. Remember that you will be judged by the quality of your contributions. No matter whether you are employed or not, or a certain age, or have advanced education, you can create a good personal reputation by how you contribute to an electronic discussion like uucslis. On the other hand, remember you can ruin your reputation much faster and easier.
8. Take your time, and figure out how to say something right.. If you expect busy people to take time out of their day to read and be impressed with the thoughtfulness of your message posting, then take the time to phrase it well and spell correctly. Download messages, log off and hang up, take your time before replying. Remember, "measure twice, cut once."
9. NEVER send email in anger. Go ahead and compose a message in anger, since that may help you work through what you're angry about, but don't send it. Sleep on it. You will nearly always decide to not send it or to recompose it. There's a reason for that.

10. Be civil. Treat others how you wish to be treated. No matter how insulting someone is to you, you will always look better to the virtual bystanders (of which there are many, I hasten to remind you) by responding politely. Some communications should NEVER be made by email, even if you are willing to say it to the person face to face.

11. Anything that can possibly be construed as questioning a person's competence, judgement, integrity, or personality, no matter how nicely you think you have phrased it, is a potential disaster in email, much less in a public forum like a mailing list. If in doubt, don't hit the send key. You don't want to hurt someone, or make yourself an enemy.

12. Respect the rights of others. An electronic discussion is a commons. Your right to post ends at the right of others to not be insulted, badgered, or to have their time wasted.

13. Remember that even "private" email is not really private. And in a mailing list, you're message is read by many people. You're making a public statement. As George Struble has said: "If you'd be embarrassed to see your message on the front page of the New York Times, don't send it!"

[adapted from "Guidelines for Appropriate List Behavior," by Roy Tennant, Univ. of California - Berkeley, "Web4Lib" list]

The UUCSLIST email list exists for the benefit and communications convenience of members or friends of the UUCS. We will be happy to add anyone who is a valid requester.

Thanks,

--GARY KLEIN -- UUCSList Moderator (updated 05/09/2021)

UUSList Moderator's Email = [uucslis-moderator@uusalem.org](mailto:uucslis-moderator@uusalem.org)

UNITARIAN UNIVERSALIST CONGREGATION OF  
SALEM <https://www.uusalem.org>