**Hancock Neighborhood Association Yahoo Group Netiquette**

List Etiquette

* Include a signature tag on all messages.
* Use a descriptive subject line, and if you change topics, change the subject line.
* Posts to a single person, such as "thank you," "I agree," or sharing war stories and lengthy personal anecdotes, should be sent privately off-list.
* Send messages such as "thanks for the information" or "me, too" to individuals--not to the entire list. Do this by using your e-mail application's forwarding option and typing in or cutting and pasting in the e-mail address of the individual to whom you want to respond.
* Please keep posts brief and to-the-point.
* Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."
* Don't challenge or attack others. The discussions on the lists are meant to stimulate conversation not to create arguments.
* Do not “Flame” people by posting derogatory comments, ridiculing them, using excessive sarcasm, belittling others or discussing their posts, opinions or personality in an insulting manner.
* Do not type all in capitals. It is harder to read and is considered “shouting”.
* Use caution when discussing products. Information posted on the lists is available for all to see, and comments are subject to libel, slander, and antitrust laws.
* Do not send complaints about other list members to the list.

List Rules

* All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited.
* Advertising is expressly forbidden. No commercial use shall be made of this list or its membership.
* Endorsement of political candidates is not allowed
* No proselytizing allowed.
* Do not share the email address of other list members, without prior consent.
* Do no use the email address of other list members to construct your own lists except for HNA business.
* Do not share personal content from other members' posts without prior permission from the original poster(s).
* Do not send posts that infringe upon copyright by posting full articles to the list. If there is an article you wish to share, please post no more than 1-2 paragraphs, then link to the article, for other list members to read.

The Yahoo Group is unmoderated, however the Group administrator will contact a member who breaks the rules and if repeated, will moderate that individual’s postings.