



North Central Texas Regional Emergency Managers Group (REM)

Listserv Guidelines

Purpose of the REM Email Discussion Group:

The REM email discussion group is designed to provide a forum for professionals with emergency management responsibilities in the North Central Texas region to exchange ideas, thoughts, problems, emergency management type North Texas region job openings, and solutions. This email discussion group should be used solely to share ideas and information related to emergency management and used as an invite to the REM quarterly meeting. It is not a general discussion list.

Request for addition to REM Email Discussion Group:

To be eligible to be added to the REM discussion group, an individual must be a professional with emergency management responsibilities in local, state, federal government, allied non-profit agencies, schools, or the private sector. Their professional email address will be added to the listserv upon signing the list serv agreement. No personal email addresses will be added.

Private sector professionals that would like to be added must have primarily an emergency management or business continuity responsibility. Vendors and individuals selling a product or products and services of their organization are not eligible. Once private sector professionals sign the list serve agreement, the Emergency Manager of that jurisdiction or county will also be notified of the list serv addition.

Volunteers that participate with groups such as CERT or MRC may be added if a city or county emergency manager provides a written recommendation. Volunteers with no professional email address may provide their personal email address per the recommendation of a city or county emergency manager.

To be added or removed from the REM email discussion group, contact NCTCOG staff liaison, Amanda Everly at aeverly@nctcog.org.



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Listserv Agreement

Etiquette for REM Discussion Group:

- Include a signature tag on all messages and include your name, affiliation, and email address
- Provide a clear and concise message
- Only send messages to the entire group if it contains information that benefits everyone
- Be conscience of when it is appropriate to “reply to all”
- Do not post anything on the listserv that you would not want everyone to see or that everyone would know it came from you
- Each member should attempt to minimize the forwarding of duplicated messages.

Rules of Conduct for REM Discussion Group:

- I agree that I will not use defamatory, libelous, false, obscene, harassing, abusive, or profane language.
- I agree that I will consider the message and its source prior forwarding to the email discussion group.
- I agree not to upload, post, or send material to the best of my knowledge that contains viruses or other destructive programs that limit the functionality of computer software or hardware.
- I agree not to upload, post, or send material considered junk mail, spam, chain letters, schemes, unauthorized advertising, or sales materials.

Violations

- Violating the rules above will result in warnings for the first 2 violations.
- The 3rd violation within one year will result in permanent removal from the listserv.

By posting to the listserv, I agree to be bound by, and to comply with, the REM Listserv rules and etiquette set forth in this Agreement.

_____	_____
Name	Email
_____	_____
Title	Agency/Company
_____	_____
Date	City/County

For private sector Emergency Managers, a copy of this agreement will be sent to the Emergency Manager of the jurisdiction/county the business is within.