**MASSPLANNERS LISTSERVE GUIDELINES
Number of Subscribers: 1120
These guidelines were last updated: April 18, 2019**

As a member of the massplanners listserv, it is your responsibility to review and follow these guidelines.

**SUBSCRIBING**

If you are not a member of this listserv and wish to join, visit this website and follow the instructions. <https://masscptc.org/mailman/listinfo/massplanners_masscptc.org>

**POSTING**

To post a message to the listserv, the email address is massplanners@masscptc.org.

1. **INTRODUCTION**

Thank you for being a part of the listserv dedicated to providing a network for the sharing of information on Massachusetts planning.  These guidelines are sent to the massplanners’ subscribers about once a month as a reminder.  These guidelines are subject to change without notice.  The primary goal of massplanners is to provide a network for the sharing of information related to Massachusetts planning amongst professional planners.  A secondary goal of massplanners is to provide a statewide educational resource for student planners and citizen planners serving on planning boards and zoning boards of appeal.  Subscribers include professional planners from municipalities, regional planning agencies, state agencies, federal agencies and consulting planners.   There are also student planners and citizen planners serving on planning boards and zoning boards of appeals.  Other subscribers to massplanners include attorneys, engineers, conservationists, public health advocates and developers.  Anyone currently working in planning or with an interest in Massachusetts planning is welcome to join massplanners.

1. **POSTING GUIDELINES**

Before posting a question on massplanners, please consider whether your question could be easily answered by reviewing educational resource material, reviewing your municipal bylaws, querying state law or using a search engine.  Utilizing the collective time and resources of massplanner subscribers should not be a substitute for research easily accomplished on your own.

The goals of massplanners do not include utilizing this forum for broad global or national political and philosophical debates.  If this type of thread evolves on massplanners, interested subscribers should continue their discussion off list.

Postings should relate solely to issues of planning in Massachusetts.

When you send a message or question to the list, include your **full name and affiliation**.  This policy is to prevent anonymous postings on massplanners.  In other words, at the end of your message include your first name, last name and organization name (municipality you work for, agency, company, etc).  For consistency amongst all subscribers, this is required even when your email address includes this information.   If you do not have a planning related organization to include under your name, include the city or town in which you reside.

The subject line of your email should clearly describe the body text of your email.  Subject headings such as “Friday Question, Need Help, Next Steps or MassPlanners Digest, Vol 84, Issue 25” do not adequately describe the body text of an email message and are not acceptable.

Do not send any messages that include commercial advertising for services or products. However, if you have personal experience with a product or service already under discussion, your input is welcome.

Do not send any messages that include personal attacks.

Do not send any messages that solicit for employment, membership, donations or fundraising.

Do not send virus warnings or other chain mail.

Do not send any administrative requests to the whole list.

Maintain professionalism and respect to everyone whether they are a member of this list or not.

It is best to delete large threads from your posting and keep only the previous posters thread.

Messages over 40KB may be held for administrative approval and if the thread is too long your message may not be posted.  If your email is over 40KB because of an attachment, you may want to contact the administrator directly so that it can be approved.  If the attachment is too large, it is best to not include the attachment but to include a link to the document within your email.

Failure to follow these guidelines may result in your removal from the list or moderating of all postings.

Job postings for planning positions in Massachusetts are allowed on massplanners.

RFPs for planning services in Massachusetts are allowed on massplanners.

If you believe any subscriber is not following these guidelines, please contact the listserv administrator.

Please do not ask the listserv administrator to post on your behalf.

1. **REJECTED MESSAGES**

If your message posting is rejected, please review your message and these guidelines before contacting the listserv administrator for help. Most messages are rejected because they are too large, do not include a full name and affiliation or have extra recipients in the to, cc or bcc boxes.

Postings are also rejected automatically when the email address you have used for sending the posting differs from the email address you have used for subscribing.  The email address you have used for subscribing must exactly match the email you are using to post.

1. **DISABLED SUBSCRIPTIONS**

If you receive notice or find that you are not receiving any massplanner postings due to excessive bouncing, it is possible that your email address was disabled due to emails from massplanners that were not reaching your inbox.  If that happens repeatedly, the software automatically disables your email address from the massplanners subscription list.  This can happen because your email address is no longer active, because your mailbox is full or because spam filters on your computer assume massplannners is spam.  This is NOT done by the listserv administrator.

The listserv administrator can re-enable your massplanner membership after you have resolved the reason for bounced messages. The most common reason that a subscription to massplanners is disabled is a spam filter on your computer or through your internet service provider (such as comcast). You may be able to resolve this by simply including the massplanners email address in your contacts address list or you may need to discuss it with your IT department.

Please do not contact the listserv administrator when you receive a notice that your subscription has been disabled.  The listserv administrator has no ability to solve what is allowed through to your inbox.  It will need to be resolved with your IT department, your internet service provider or your email software.

1. **TO SUBSCRIBE**

To subscribe to the listserv, visit this website and follow the instructions. <https://masscptc.org/mailman/listinfo/massplanners_masscptc.org>

1. **TO UNSUBSCRIBE**

To unsubscribe to the listserv, visit this website and follow the instructions. <https://masscptc.org/mailman/listinfo/massplanners_masscptc.org>

You will need your password from when you signed up.  If you have forgotten your password, click on Unsubscribe or Edit Options, follow the instructions and your password will be emailed to you.

1. **ARCHIVES**

To access the archives for massplanners, visit[<https://masscptc.org/mailman/listinfo/massplanners_masscptc.org>](http://mailman.cs.umb.edu/mailman/listinfo/massplanners) and Enter your email address and password.  You will need your password from when you signed up.  If you have forgotten your password, click on Unsubscribe or Edit Options, follow the instructions and your password will be emailed to you.  The administrator does not have access to your password.

If you have any comments or questions on the list, please contact:

Tim Czerwienski tczerwienski@townofmilton.org

MassPlanners Email List Moderator

Alan Pease webmaster@masscptc.org

MassPlanners Email List Administrator