

## **MCCPTA General Membership Listservs General Information**

June 5, 2005

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The purpose of this document is to help familiarize everyone with the two general membership MCCPTA listservs provided for our members, and to remind everyone of some important information.

The purpose of these listservs is to facilitate communication between PTA/PTSA's of public schools in our county, by sending information relevant to education in Montgomery County. No messages that are in conflict with the Mission or Objects of the PTA will be allowed.

The two general membership listservs are called MCCPTA\_Bulletin and MCCPTA\_Delegates. Each list is unique in the type of messages that it contains. The differences between the two lists are:

Bulletin is a moderator post only list, whereas Delegates is a discussion list. Delegates is normally pretty high traffic. There is not supposed to be any overlap in messages, although occasionally something gets sent accidentally to the wrong list and must be reposted to the correct list. Also, certain Administrative messages need to be sent to both lists. Every effort is made to minimize overlap. Thus, in order to receive ALL the news, you should subscribe to both!

While both lists currently have open membership, effective Feb. 27, 2007, only people that have voting privileges at a Delegates Assembly may post to MCCPTA\_Delegates. All others will be set to "readonly."

The types of messages sent to each list are broken down thusly:

**Bulletin:** Official MCCPTA documents including but not limited to agendas, press releases, draft & approved meeting minutes, summaries of committee meetings, committee reports; announcements of MCCPTA & other meetings, forums, workshops; new or existing resolutions to be voted on at a DA if online discussion is not desired; requests for feedback that go directly to a central collection point & don't need discussion.

**Delegates:** New resolutions that will be introduced or voted on at the next DA if online discussion is desired; questions from members of the list; questions from locals; feedback requests that need discussion; discussion of school or education issues of interest to list members; news articles of interest; non-MCCPTA press releases.

If you are uncertain where a message should be posted, please contact the Listservs Subcommittee Chair who will be happy to help determine the proper list. Keep in mind that MCCPTA\_Bulletin reaches a larger audience.

Replies on the MCCPTA\_Bulletin listserv go to the person who sent the original message. When replying to a message, it is important for you to identify yourself, so that the recipient knows with whom they are corresponding. It is helpful to others if you put your email address below your name at the end of the message.

Replies on the MCCPTA\_Delegates listserv go to the entire list unless you change the recipient email address. If your reply is not relevant to the entire list, then please change the recipient address. Exactly how to do this varies depending on which mail utility you are using. If you have problems, or are unsure how to do this, the moderator may be able to help. Please read the etiquette guidelines before you post a message or reply to a message.

Please pay special attention to messages with “ADMIN” in their subject. These messages will contain important information that may affect your membership, group settings, or other matters of great importance.

If for some reason you stop getting email, it may be because your email address is bouncing your messages. The moderator cannot reactivate a bouncing account unless you take some action, like responding to a reactivation request.

Neither MCCPTA\_Delegates nor MCCPTA\_Bulletin accepts attachments. All text must be pasted into the body of the message.

Questions or issues for the moderator, such as changing your delivery options or leaving the list, should be sent directly to the moderator, not to the entire list. The moderator’s email address is found at the bottom of every message you receive. It is critical when contacting the moderator that you identify yourself, and the specific listserv you are writing about, since the moderator is responsible for more than one list.

Finally, the moderator is here to help you with any problems you may have. Please do not hesitate to ask for assistance!

**Patti Twigg**

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Listservs Moderator**

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