

Scotland Island Residents' Association Incorporated (SIRA)



COMMITTEE EMAIL CODE OF CONDUCT

Purpose: to establish guidelines for the use of emails or Yammer to communicate within SIRAC as a whole and within the subcommittees.

The desired outcomes include:

- Fewer emails or posts relating to SIRAC business
- Briefer emails or posts relating to SIRAC business
- Reduction of interpersonal frictions exacerbated or created by email or posted messages

General Principles

1. Inter-SIRAC emails or posts should be used to communicate on issues related to the Committee's work, e.g.:
 - a) Meeting agendas
 - b) Meeting minutes
 - c) Subcommittee reports
 - d) Arrangements for meeting
 - e) Discussion and voting on a SIRAC or SC issue when this has been agreed by participants beforehand
 - f) Emergency issues which cannot be left until a scheduled meeting
2. Matters which can be left for discussion at regular SIRAC meetings should not be canvassed by email unless necessary.
3. Messages should be kept brief and to the point.
4. Messages should not contain attacks on an individual's character, behaviour, or motives.
5. Messages should be written in a collegial, positive and courteous tone.
6. Messages should not promote political campaigns or be of a commercial, lobbying or fundraising
7. If a message which is negative or angry in tone is received, no response is the best response.

Forwarding emails

1. As a general principle, emails should not be forwarded to those not originally included in the recipient list. Exceptions may include:
 - a) Forwarding to a person who is a member of a subcommittee and the email is clearly on subject related to that subcommittee's work.
 - b) Forwarding to any SC or SIRAC member who has been inadvertently left off a list.
2. When an email is forwarded, the forwarded message should be copied to the original sender so that they are aware the email has been forwarded.
3. When it is unclear that an exception exists, the original sender should be consulted before the email is forwarded.

Practical guidelines for ease of use

1. Subject headings should clearly describe the content or issue.
2. Subject headings should be changed when the topic changes.