

Policies and Procedures for Use of KCMBA List Serves

(Proposed January 25, 2003)

By joining and using The Kansas City Metropolitan Bar Association's e-mail lists, you agree that you have read and will follow the rules and guidelines set for these list serves. You also agree to reserve list discussions for topics best suited to the medium.

As with any community, there are guidelines governing behavior on the list serves. For instance, violating antitrust regulations, libeling others, selling, and marketing are not permissible. Please take a moment to acquaint yourself with these important guidelines. If you have questions, contact Greg Wacker at gwacker@kcmba.org.

- Do not challenge or attack others. The discussions on the lists are meant to stimulate conversation not to create contention. Let others have their say, just as you may.
- Do not post commercial messages. The cyberspace term for this is spamming. Contact people directly with products and services that you believe would help them.
- 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.
- All defamatory, abusive, profane, threatening, offensive, harassing, or illegal materials are strictly prohibited. Do not post anything in a list serve message that you would not want the world to see or that you would not want anyone to know came from you.
- Please note carefully all items listed in the disclaimer and legal rules below, particularly regarding the copyright ownership of information posted to the list.
- Remember that the KCMBA and other e-mail list participants have the right to reproduce postings to this list serve in any forum and for any reason. Do not post any material to the list serve if you do not have either full rights to that material or permission from the rights holder to distribute that material electronically. Specifically, but without limitation, do not post photographs or news articles to the list serve unless you have express written permission from the rights owner to distribute that material electronically.
- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address. State concisely and clearly the specific topic of the comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Include only the relevant portions of the original message in your reply, delete any header information, and put your response before the original posting.
- 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.
- Do not send administrative messages—such as remove me from the list, through the list serve. Instead, please e-mail Greg Wacker at gwacker@kcmba.org and you will be removed from the list.

- 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.”
- Make sure you have and use virus detection/protection software on your PC. If you receive an e-mail that has a virus, please immediately post a message to the list serve with “WARNING VIRUS” in the subject line followed by an explanation.
- Use caution in opening attachments. Most e-mail exchanged on KCMBA list serves will not have attachments. Do not open attachments that are from senders you do not know or that appear to be different or unusual. Never send, post, or open an attachment that contains an executable file (file extension “exe”) or a batch file (file extension “bat”).
- If you discover that a user has posted infringing material to the list serve, please contact the KCMBA’s Digital Millenium Copyright Act (“DMCA”) administrator, Greg Wacker at [1125 Grand Blvd. Kansas City Mo 64106, 816/474-4322] or by email at gwacker@kcmba.org.

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Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another’s business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale, salaries, profits, profit margins, or cost data; market shares, sales territories, or markets; allocations of customers or territories; or selection, rejection, or termination of customers or suppliers.

KCMBA does not actively monitor the site for inappropriate posting and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to KCMBA’s attention, appropriate action will be taken.

KCMBA anticipates that all users will use common sense, engage in only appropriate and legal activities, and use the KCMBA list serves to promote communication and education in the law. To the extent any disputes or legal problems arise regarding the use of the list serves, you agree (through your use of the list serves) to submit your issue(s) to binding arbitration consistent with the rules of the American Arbitration Association.

KCMBA reserves the right to terminate access to any user who does not abide by these guidelines.