



## NSFM Listserv Guidelines

The NSFM Listserv includes a large number of subscribers. To ensure the list remains a valuable and appropriate communication tool for all users, members are asked to follow the posting guidelines and prohibited uses outlined below.

If you are unsure whether a post is appropriate, please contact [imorrison@nsfm.ca](mailto:imorrison@nsfm.ca).

---

### Purpose of the NSFM Listserv

The NSFM Listserv exists to:

- Serve as a clearinghouse for the collection, exchange, and dissemination of information related to municipal practices and procedures
- Promote strong local government by encouraging cooperation among municipal units
- Foster a community of shared interests across Nova Scotia municipalities
- Provide a forum for sharing ideas, requests for information, best practices, and knowledge to support effective municipal governance
- Function as a primary communication tool within the Nova Scotia municipal sector
- Share relevant NSFM information, programs, services, and professional development opportunities

---

### Posting Guidelines

- Avoid replying to the entire group when a response is intended for one individual
- Avoid large attachments; use links whenever possible to prevent inbox congestion
- Include a clear and descriptive subject line
- Identify yourself and your municipality or organization when posting
- Be aware that the listserv is open and messages may be forwarded beyond subscribers
- Participation requires a verifiable municipal-sector email address (personal email accounts are not permitted)

---

### Prohibited Uses

- Posts that are offensive, inappropriate, or disrespectful
- Political messaging or advocacy
- Spam, chain letters, insults, or repeated postings
- Subscribing listserv members to other mailing lists or newsletters without consent

---

NSFM reserves the right to suspend or permanently remove users who violate these guidelines or use the listserv inappropriately. All members are expected to respect and uphold these standards to maintain a constructive and professional community.