

## **WSBA LGBT SECTION**

### Proposed Listserv Guidelines

Approved by the Social Subcommittee: April 28, 2022

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Thank you for being part of our Listserv community. The WSBA LGBT Law Section list serve (the “listserv”) is a monitored, but unmoderated, list. This means that the list members are expected to self-police and responsibly participate.

To ensure the best possible experience for all Listserv members, we have established some basic guidelines for participation. We will periodically send these guidelines out to the listserv as a friendly reminder for experienced users and to assist newer users with listserv operations. The guidelines will also be posted on the menu sidebar of each section’s information page on the LGBT Law Section website. These guidelines may be amended by the LGBT Law Section Executive Committee periodically and as needed.

By using the listserv, you agree that you have read and will follow the guidelines. You also agree to reserve list discussions for topics best suited to the medium. This is a great way to solicit the advice of your peers, benefit from their experience, and participate in an ongoing conversation. While the LGBT Law Section does not actively monitor the listserv for inappropriate postings, in the event that any inappropriate posting is brought to the Executive Committee’s attention, the Executive Committee reserves the right to take any and all appropriate action in response, including termination of the individual’s section membership, and referral of the matter to the WSBA.

Please note that participation in the LGBT Listserv is restricted to section members, however section membership is not restricted to practicing attorneys. Section members may include non-practicing attorneys, law students, professionals working in related fields, and others.

Please take a moment to acquaint yourself with these important guidelines. If you have questions, please contact the chair of the LGBT Law Section (available at: <https://www.wsba.org/legal-community/sections/LGBT-law-section>)

In order to preserve a climate that encourages both civil and fruitful dialogue, the LGBT Law Section reserves the right to suspend or terminate membership on all lists for members who violate these terms. If you do not accept these guidelines, please unsubscribe from the list by following the unsubscribe directions listed on the WSBA website, or by emailing [Sections@WSBA.org](mailto:Sections@WSBA.org).

## CODE OF CONDUCT

1. **Be Professional.** Follow the rules of professional conduct, and use caution when discussing items. Information posted on the listserv is available for all members to see. Remember that members might reproduce postings to the listserv, and if material is

reposted you may or may not be credited for the posting. Do not post anything in a listserv message that you would not want the world to see or that you would not want someone to know came from you.

2. **Be Mindful.** Be aware of the audience your messages are going to. Our law section is unique in our targeted and focused advocacy and representation of the LGBT community, and we expect that messages to the listserv will be respectful and mindful of that fact. Posts which are hostile or insulting to the LGBT community (specifically including posts which are blatantly -phobic in nature) will be addressed on a case-by-case basis as necessary.
3. **Be Civil and Respectful.** We understand that disagreements will happen, however we must ask that you be mindful of our Rules of Professional Conduct, the WSBA's mission statement ("ensure the integrity of the legal profession), these guidelines, and the WSBA Social Media Guidelines and Protocol. These all essentially say: don't be a jerk.
  - a. Do not post defamatory, libelous, or damaging innuendo.
  - b. Do not threaten, insult, bait, or harass other members.
  - c. Do not use abusive, threatening, offensive, obscene, explicit, racist, or bigoted language, specifically including language which is derogatory or insulting regarding an individual's sexual orientation or gender identity.
  - d. Do not intentionally misgender or deadname.
  - e. Do not post illegal material or false statements.
  - f. Do not take actions on or arising from the listserv that is invasive of privacy or public rights or is abusive or otherwise injurious to third parties (specifically including but not limited to disclosing a person's sexual orientation or gender identity without a person's consent, or doxing).
  - g. Be mindful at all times that, even if your comment is not strictly against these rules, you are still posting a comment that can be seen by other members of our profession.
4. **Learn from Each Other.** We encourage members to take opportunities to educate themselves on issues affecting the LGBT community, and to help one another learn when an opportunity arises.

#### CONTENT SPECIFIC RULES

1. **Signature.** Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.
2. **Subjects.** State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting.
3. **Relevance.** Our listserv is designed to further the purposes of the WSBA and our law section, with a focus on posts that are relevant to practicing law and the furtherance of justice and equity. Refrain from making political posts, requesting charitable donations, or other un-related topics.
4. **Accuracy of Posts:** Please do not post anything that is not true, or which may be misleading.
5. **Judgment.** This listserv is not a substitute for individual judgment. Use of this list, and reliance upon the information received in this list, is "at your own risk." The posts to this

listserv are not screened or approved by the WSBA or LGBT Law Section. The posts on this listserv are OPINION or INFORMATION posts by third-parties. The WSBA and LGBT Law Section accept no responsibility for the legal accuracy or content posted to the listserv.

6. **Reply All.** Please be judicious with your use of the “reply all” function Only send a message to the entire list when it contains information that benefits everyone. 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. If you respond to a member directly, clarify to the recipient that you have taken your response “off of listserv”.
7. **Administrative Requests.** Do not send administrative messages, such as "remove me from the list", through the listserv. To unsubscribe from the list, follow the directions at the bottom of the listserv email message.
8. **Long Messages.** 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."
9. **Auto Reply.** If you are out of the office and have your email aut-reply turned on, please make sure the settings are made to automatically reply only to the sender or turn off your auto-reply for messages from this listserv.
10. **Impersonation.** Do not impersonate any person or entity or otherwise misrepresent your affiliation with a person or entity or interfere with other users of this list serve.
11. **Spam.** Do not post SPAM, solicitations, chain letters, petitions, letters relating to pyramid schemes, or “once-in-a-lifetime-deals”.
12. **Copyright and Credit.** Please cite your sources, and give credit where credit is due! This is especially important for posts about developing situations, changes in law, and general news updates. By posting materials, you represent that you have the authority to distribute the information, and grant the LGBT Law Section, WSBA, and member recipients of the listserv the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other materials. *If you do not have rights to distribute the information of your post, provide a citation/reference to the original materials instead of directly reproducing the materials.*
13. **Antitrust Laws.** Under the WSBA Social Media Guidelines and Protocol, “antitrust laws prohibit postings that encourage or facilitate agreements between WSBA members of different firms, concerning the following, as they pertain to legal services: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or suppliers; or any other term or condition related to competition.” To the extent that they occur, discussions about fees for legal services should occur offline between individual subscribers.
14. **Political Content:** Discussing actions taken by public officials, governmental actions, judicial decisions, or community efforts to serve the public and champion justice are relevant to the goal and purpose of our law section, and the WSBA. However, in accordance with the WSBA’s Social Media Guidelines and Protocol, political endorsements, advocacy, or event organization cannot be permitted in the group.

15. **Advertising.** We encourage members to discuss resources, organizations (such as non-profits who are providing assistance to members of the LGBTQ+ community), and individuals who are involved with relevant issues and practices of law, but we ask that members refrain from commercial postings. When possible, please contact people directly with product and service information that you believe would be helpful to them.