

Dear NORDP Colleagues:

The main NORDP E-List (listserv) was established to encourage cross-organization discussion and collegial sharing of information, expertise and advice among our members for the benefit of professional development and resource sharing. If you are new to NORDP and the listserv, information regarding the listserv can be found via this link: [http://www.nordp.org/e-list\\_listserv](http://www.nordp.org/e-list_listserv). Also contained via this link is a list of instructions to access prior topics that have been posted to the listserv, readily available as an archive.

Recently, NORDP members have expressed interest in a venue to discuss governance topics such as the recent Bylaw changes and NORDP's move to full member voting for applicants to the NORDP Board of Directors. To better manage email and listserv traffic, the NORDP Board has employed one of the interactive communication tools we have on the NORDP website - *Circles* – to establish a *NORDP Bylaws and Policies Circle* (instructions for access below). This *Circle* is a space to discuss NORDP's organizational and governance structure, Bylaws, Policies, and Procedures. All questions and comments related to these topics should be posted to the *Circle* and responses will be included via that *Circle*.

For questions or concerns about the listserv or circles as a new avenue for communication, please contact [administrator@nordp.org](mailto:administrator@nordp.org) (do **NOT** send a message to the entire listserv).

#### **Instructions for Access to the *NORDP Bylaws and Policies Circle*:**

- Go to [nordp.org](http://nordp.org). You must be a NORDP member to proceed through the next steps.
- Log in to the website via the blue Member Login button via the left menu.
- Go to the Member Center part of the menu and click on “My NORDP Community”
- There is an announcement of the new Circle “NORDP Bylaws and Policies” on the far right – click on the book icon
- Click on the button to join the *Circle*.
- You should now be able to access the *Circle* via “My Community” or “My Features”
- We encourage you, for the sake of community building, to upload a photo into your profile so that your photo will appear when you post a comment.

#### **Circle Etiquette\***

- We would like to encourage a collegial and open discussion of topics on the *Circle*. Please be respectful and considerate of your colleagues in your postings. If you disagree or become upset with someone's posting or response, send a separate email to that person directly when appropriate.
- Please consider the audience when constructing posts and responses within the *Circle*. Ideally, the posts should address the membership at large rather than individuals specifically. If a discussion develops into an exchange exclusively between two parties, the conversation should move to a private e-mail.
- Please treat the *Circle* as a professional setting: discussions should refrain from name-calling and dismissive responses. If posters disagree or would like to challenge statements made on the *Circle*, they should do so without directing hostility at the original poster. To emphasize: for all postings, writers should presume that the reader is the entire *Circle* and not just the person originating the discussion. If a reader does not see a way to respond without personalizing, they should not post to the *Circle* but should contact the person in question privately.
- Posts that are not consistent with the topic of the *Circle* will be directed elsewhere by NORDP members and/or Board members participating in the *Circle*. Similarly, posts relevant to the *Circle* but included on the NORDP listserv will be redirected to the *Circle* and not responded to via the listserv.
- To ensure equal access, we encourage NORDP members to become familiar with the features, options and other capabilities of the *Circle* area of the website. There are a number of *Circles* available for NORDP members to join. We are working on creating a more straightforward path to find the *Circles* on the website and we appreciate your patience. For questions regarding access to and use of the *Circles* area of the website, please contact [administrator@nordp.org](mailto:administrator@nordp.org).

\* Adapted from <http://queeranthro.org/the-aqa-listserv/list-service-etiquette-towards-a-happy-listserv/>