EMAIL COMMUNICATION GUIDELINES

Intent
The Silver Sage Email Lists (everyone@sagers.us and related team lists) are used to communicate with members about community business, including upcoming meetings, social events, project news, and meeting minutes. The guidelines below will ensure the community gets the most out of your email communication.

Agreement

- Email should be directed to the person or persons directly involved in the matter. Do not email "everyone@sagers.us" on emails involving only a few. Do not "reply all" unless everyone on the original email needs your information.
- All email should be respectful of other residents, i.e. there should be no name-calling, assuming bad intent, public shaming, accusations, threats or other inflammatory language. Emotionally charged issues should not be communicated about using email. (See also our Agreement about Confrontation and Violence)
- We use email as our primary means of notification of ongoing business. Members are encouraged to check their email at least every 24 hours for official business; business that requires a response in less time than that should be handled in person or by phone.
- Emails should be succinct and to the point and use formatting that permits ease of reading.   ALL CAPS can be seen as shouting, so please avoid using all caps format; if you need emphasis, use bold, italics or underline. Each email should clearly state the subject in the subject line.
- If possible, send a short email or one-sentence response by putting key words in the Subject line with an * at the end of the sentence. This lets the recipient know that there is no further message.
- Our community email lists (everyone@sagers.us, plus the team email groups) are reserved for community business and announcements of social events, including activities that may be of interest or concern to community members, such as lectures, meetings, concerts, caucuses or workshops, especially those related to people in our stage of life. We ask members to handle other types of communication such as jokes, inspirational messages, political commentary, personal opinions and experiences in another way, such as individually.