

NHBA Section Forums – Rules and Etiquette

The NHBA established Forums for each Section. These Forums are a valuable means of communication and interchange among subscribers. To ensure the Forums remain a useful and positive means of communication and of benefit to all participants, the NHBA established the following common-sense rules and e-mail etiquette.

By using and subscribing to NHBA Section Forums, you agree to adhere to these rules. You also agree to reserve Forum discussions for topics best suited to the medium, which is **not a private one**. The Bar reserves the right to suspend or terminate membership on all Forums for members who violate these rules.

In addition, the Bar reserves the right to suspend discussion groups if no activity occurs within six months.

Rules

- Forum topics are for the use of NHBA Section Forum subscribers only and may not be distributed to non-members without the permission of the Bar Association.
- Violating antitrust regulations, selling or marketing on the NHBA Section Forums is not allowed.
- Please do not post commercial messages. Except for job openings, advertising non-NHBA events is not permitted.
- Do not attack others. Forum discussions are meant to stimulate conversation, not to create contention.
- Do not post anything in a message that you would not want the world to see or that you would not want anyone to know came from you. All defamatory, abusive, profane, threatening, offensive, or illegal messages are strictly prohibited.
- We discourage messages sent to all Forum members that disparage products or individuals. Information posted on the Forums is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- Copyright issues. Do not post any information or material protected by copyright without the permission of the copyright owner.
- 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: fees, 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 territories; or selection, rejection, or termination of customers or supplies.

- **No attachments.** Due to the prevalence of e-mail viruses in attachments (and the corresponding development of anti-virus, anti-spam software) and other complications, do NOT send attachments with your e-mails to the entire Forum. You may send attachments to individual e-mail addresses, or, for Section members, send the attachment to the Sections Coordinator who will then make the attachment available on the Section's web page.

Etiquette

- **Signature tag.** Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address. Please delete attached company business cards from email.
- **Subject line.** State concisely and clearly the specific topic in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to scan or review messages by subject.
- **When replying,** include only the relevant portions of the original message in your reply, delete any header information, and put your response before the original posting.
- **Think ahead.** Only reply to the email post when it contains information that everyone can benefit from. Please keep postings relevant to the Forum focus.
- **Private messages.** Send messages such as "thanks for the information" or "me, too" to individuals and not to all listed in the email. Do this by using your e-mail application's forwarding option and typing, or copying and pasting, the e-mail address of the individual to whom you want to respond. Also, when posting a message, ask for private, or off-post, responses when the information you've requested is not appropriate for or useful to the entire email group.
- **Long messages.** Alert other Forum subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that reads "Long Message."

Please note: The Forums are generally not moderated, and your messages will not be screened before you send them. Members of the Bar executive staff and the Section Coordinators are also members of the Forums and do monitor messages. However, we encourage any member who sees something inappropriate to contact the Sections Coordinator or Member Services Coordinator as soon as possible. The Bar may suspend or remove a subscriber for inappropriate postings.