

## ACLEA Listserv Guidelines & Etiquette

Thank you for being part of the ACLEA Listserv community. To ensure the best possible experience for all Listserv members, we have established some basic guidelines for participation.

By joining and using these e-mail lists, you agree to the [Terms of Use Agreement](#) and will follow the guidelines set for these peer discussion groups. Please take a moment to acquaint yourself with these important guidelines.

The Listservs are made available by ACLEA only for the purpose of discussing matters related to and arising out of running the business of continuing legal education. Administrators, trainers, managers, educators, publishers, programmers, and meeting professionals are all members of ACLEA. This diversity in background and outlook makes ACLEA the best source for information on CLE today. The Listservs are therefore a venue for a continuing exchange of ideas and dialogue amongst a very diverse profession.

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### ACLEA Mailing Lists

ACLEA's CLE Worldwide Listserv is open to members and non-members who work in CLE.

- [cle-worldwide@list.aclea.org](mailto:cle-worldwide@list.aclea.org): CLE Worldwide Listserv

The following listservs are open to *all* ACLEA Members:

- [general-discussion@list.aclea.org](mailto:general-discussion@list.aclea.org): ACLEA's General Discussion
- [executive-leadership@list.aclea.org](mailto:executive-leadership@list.aclea.org): Executive Leadership Discussion
- [marketing@list.aclea.org](mailto:marketing@list.aclea.org): Marketing Discussion
- [publications@list.aclea.org](mailto:publications@list.aclea.org): Publications Discussion
- [technology@list.aclea.org](mailto:technology@list.aclea.org): Technology Discussion
- [programming@list.aclea.org](mailto:programming@list.aclea.org): Programming Discussion

Organizational SIG listservs (open *only* to members of the corresponding Organizational SIG.)

- [entrepreneurial@list.aclea.org](mailto:entrepreneurial@list.aclea.org): Entrepreneurs SIG
- [in-house@list.aclea.org](mailto:in-house@list.aclea.org): In House SIG
- [law-schools@list.aclea.org](mailto:law-schools@list.aclea.org): Law School SIG
- [local-specialty-bars@list.aclea.org](mailto:local-specialty-bars@list.aclea.org): Local & Specialty Bars SIG
- [nationals@list.aclea.org](mailto:nationals@list.aclea.org): Nationals SIG
- [regulators@list.aclea.org](mailto:regulators@list.aclea.org): CLE Regulators SIG
- [state-provincial-bars@list.aclea.org](mailto:state-provincial-bars@list.aclea.org): State & Provincial Bars SIG
- [associate-members@list.aclea.org](mailto:associate-members@list.aclea.org): Associate Members SIG

The following listservs are also available to eligible members:

- [chairs@list.aclea.org](mailto:chairs@list.aclea.org): All SIG & Committee Chairs
  - [sig-chairs@list.aclea.org](mailto:sig-chairs@list.aclea.org): All SIG Chairs
  - [committee-chairs@list.aclea.org](mailto:committee-chairs@list.aclea.org): All Committee Chairs
  - [international-committee@list.aclea.org](mailto:international-committee@list.aclea.org): International Committee Members
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## What is a listserv?

A listserv (or mailing list) allows you to send one email to reach a variety of people. ACLEA has multiple lists, each designed to reach a group of individuals with a specific interest. You can send a message to a list to which you belong, and every member of that list will receive (and can reply to) your message.

## How do I subscribe to an ACLEA mailing list?

To join one of the listserv groups please send a message to [aclea@aclea.org](mailto:aclea@aclea.org). In the message, please include your name, your organization, your e-mail address, and indicate which list(s) you are interested in.

After you send your message, you will be signed up for the list(s) you selected if eligible and will be notified as soon as the subscription process is complete. Organizational SIG listservs are restricted to ACLEA members belonging to the specific assigned organizational SIG. Functional SIG listservs are open to any ACLEA member.

## How do I send messages to an ACLEA mailing list?

Send your message to the appropriate list name @list.aclea.org.

You must be a subscriber to the listserv in order to send or receive emails from that listserv, and you must use the exact email address you are subscribed with to send a message.

## How do I know to which mailing list to send my message?

The ACLEA lists were created as a venue for Special Interest Group (SIG) members to communicate on the issues that they have in common in the CLE world. Many ACLEA members are on multiple lists such as Marketing, Programming, Publications and Technology. Therefore, cross-posting on multiple lists is discouraged. Members who are on more than one list will then receive your email multiple times. If you are unsure which list is most appropriate, you can review the SIG mission statements here on the [ACLEA SIG webpage](#). Still are not sure which list to post your question? Consider posting to the ACLEA General list, keeping in mind that every ACLEA member is on that list (unless they have unsubscribed). The optimal posting would be on one specific list, e.g. programming, but requesting or encouraging list participants to send your request to anyone in their organization who may assist you if they are unable.

*Example: A question about the use and overall success of "CLE Season Passes" may be best posed on the Marketing listserv, but posing a question about the success-rate of CLE Season Passes at State Bar Associations may be better directed to the State & Provincial Bars listserv (assuming the poster is a member of that list).*

## When responding to a message, should I choose "Reply" or "Reply All"?

When replying to a listserv message, select "Reply" to reply only to the message sender or "Reply All" to reply to the entire listserv.

If your reply provides additional information or a valuable perspective that may be of interest to the entire discussion group, select "Reply All". Please ensure that your contribution is relevant to the theme of the mailing list to which you are replying.

## Help! I am getting too many messages. What do I do?

An active list is the sign of a vibrant community, but some people can find a very active list overwhelming. To address this concern, consider setting up a separate email folder for ACLEA discussions. Then, create a rule to automatically move emails sent to the ACLEA mailing lists to this folder. This will enable you to scan or review discussion threads at your leisure, without cluttering up your inbox.

## How can I help improve the effectiveness of the ACLEA mailing lists?

Please consider the following tips:

- Use a meaningful subject line. For active lists, this helps members quickly decide whether or not the topic is of interest to them. It also helps members more easily search for prior messages on a particular topic.

- Ensure that your message is relevant to the mailing list in question. If you deviate from the intended use of the list, you may be persuading people to unsubscribe. [See “How do I know to which mailing list to send my message?” for further tips and examples.]
- Keep your messages brief and to the point. Avoid replies that contain little meaningful content (e.g. “I agree!”)
- If your reply does not offer value to the group as a whole, consider sending a direct private message to a specific individual.
- Avoid being publicly critical of members’ queries. Remember that some people are new to the listservs. A private message with a “gentle” suggestion is often more effective.
- Always conduct yourself in a courteous, civil, and respectful manner.
- State concisely and clearly the topic of your comments in the subject line and warn recipients of a “long post.” This allows members to respond more appropriately to your posting.
- Include only the relevant portions of the original message in your reply. Delete any header information, and put your response before the original posting.
- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.

#### What do I do if I have a concern about inappropriate use of an ACLEA mailing list?

The Listservs are not an appropriate environment to express concerns about ACLEA, its partners or services. Constructive feedback regarding ACLEA’s services, operations, or volunteers can be submitted to [aclea@aclea.org](mailto:aclea@aclea.org). Feedback regarding the Listservs, its use or application can be submitted to [aclea@aclea.org](mailto:aclea@aclea.org). Postings on the Listservs do not constitute notice to ACLEA for any purpose. No one in the Listservs is authorized to provide official responses to questions on behalf of ACLEA.

Members may not use the Community to collect personal information of other members or to solicit other members for business. All postings shall be of an informational nature and for informational purposes only. Commercial use or any other unauthorized use of the Listservs is prohibited. Do not use the Listservs to solicit or conduct business, including the direct or indirect marketing of users’ products or services, in any manner. The Listservs may not be used to provide information, materials, products, or services in exchange for compensation of any kind.

To make a formal complaint regarding intellectual property rights or other alleged illegal activity in the ACLEA Listservs, send a signed written letter of complaint to:

*Donna Passons, Executive Director, ACLEA  
Texas Institute of Continuing Legal Education  
PO Box 4646  
Austin, TX 78765*

Your letter of complaint must (A)(i) identify the posting in issue and include a copy of the posting and the location of the posting or if not about a posting, (ii) describe with reasonable detail the offending behavior, (B) identify the intellectual property right or other law, rule or regulation which is being infringed or violated, and (C) provide information sufficient to permit ACLEA to contact you (e.g. email address, postal address and phone number). *For more information see the Terms of Use Agreement under subheading “Complaints”.*

#### How do I unsubscribe from an ACLEA mailing list?

If you ever wish to unsubscribe from a listserv, please send an email to [aclea@aclea.org](mailto:aclea@aclea.org) with "unsubscribe" and the name of the listserv you'd like to unsubscribe from. *Please do NOT reply to the entire listserv with a request to unsubscribe.*

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