

Minneapolis Officials Association Email Guidelines

The following is meant to help outline the uses of the Minneapolis Officials email list and provide guidelines to ensure communication is properly interpreted.

- 1) Use of any email that includes every (or most) Minneapolis Officials Association members is to be used primarily by assignors and the association president. Please do not use the master list to forward any type of personal message unless prior approval is received from the board of directors.
- 2) Emails pertaining to association business should be presented in a professional manner. Assume that each email sent will be reviewed by the board of directors. Useful suggestions are noted below:
 - Be very careful how you express yourself, especially if you feel heated about the subject (for instance if you are shooting off a quick response to some issue). Email lacks the other cues and clues that convey the sense in which what you say is to be taken, and you can easily convey the wrong impression.
 - Remember that people other than the person to whom an email is addressed may see your message; ie recognize that anyone along the chain of distribution could get to see what you have said, and it might even end up in someone else's hands.
 - IF YOU WRITE IN CAPITALS IT SEEMS AS IF YOU ARE SHOUTING. This can be highly annoying and might trigger an unwanted response in the form of a flame mail. Therefore, try not to send any email text in capitals.
 - Things to consider before venting in email:
 - 1) Would I say this to this person's face?
 - 2) Am I putting the receiver in awkward position?
 - 3) How would I feel if I got this email message?

Do not rely on smiley faces :-) or other symbols to try and communicate a mood. In fact, any kind of symbol (eg. the exclamation mark!!!) can be misinterpreted. Other kinds of things that can be misunderstood are attempts at humor, and sarcasm.

Remember that email correspondence lacks all the normal visual and auditory clues that are present in face to face communication. This makes it very easy for people to misinterpret what you are trying to say.