**Elaine V.ADATH SHALOM ANNOUNCEMENT AND DISCUSSION LIST SERVES**

The "discussion list" is a forum for discussion and debate between members on subjects of interest to the members. This can include, but is not limited to, concerns relating to the shul. It can also be used to announce personal or family news, to inform people of interesting educational/cultural resources or programs, to comment or offer information on current Jewish affairs, in Ottawa or otherwise, to ask questions or seek help, and to just listen in.

The shul member responsible for the list serve will not function as a clipping service, forwarding e-mail press releases and articles received from the United Synagogue of Conservative Judaism, Masorti, CIC (Canada Israel Committee), etc. For those interested in reading this material, the URLs have been placed on our web site <http://www.adath-shalom.ca> and can be accessed at any time. Similarly, anyone wanting to share something that is available on a web site should just pass along the URL (web address).

When a member subscribes to the list, he/she automatically receives all messages posted to it by the other users of the list. Any messages sent in reply will automatically go to every other person. The messages themselves are unmoderated -- they will not go through any prior screening by the list manager. Anyone wishing to join or leave the list shall advise the shul member responsible for the list serve.

Announcements are sent via the announcement list to all members, and can only be sent out by one of three authorized members:

* President or Co-President- [president@adath-shalom.ca](mailto:president@adath-shalom.ca)
* Vice-President or Co-President- [vicepresident@adath-shalom.ca](mailto:vicepresident@adath-shalom.ca) or vp@adath- [shalom.ca](http://shalom.ca)
* Webmaster- [webmaster@adath-shalom.ca](mailto:webmaster@adath-shalom.ca)

Anyone who wants to send an announcement must send it to one of the above, who will vet it and rewrite it if necessary. If one replies to these messages, it only goes to the sender.

Rules for general announcements:

* Messages must *be of* specific interest to our members.
* Items are only sent if they cannot wait for the next shul bulletin to be announced, including a change in information of an event previously announced.
* Events and information "advertised" are only sent once - we will not harass members with reminders for events already announced in the bulletin, or in another e-mail.

Prepared by Ellen Caplan November 2002; Amended by the Board Dec 7, 2014