

# BAI-SHARE LISTSERV: POSTING GUIDE

Official policy follows this Guide. You're encouraged to contact [Listserv Oversight Committee](#) with questions before posting.

## What's Appropriate to Post

*Bullet items are examples. Not intended as an exhaustive list.*

<p><b>BAI EVENTS / MEMBER ANNOUNCEMENTS</b></p> <ul style="list-style-type: none"> <li>• BAI-sponsored events and religious services</li> <li>• BAI g'milut hassidim and tikkun olam activities (<i>help the sick, repair the world</i>)</li> <li>• BAI volunteers needed</li> <li>• Member simchas (<i>happy events</i>) and other life cycle events</li> <li>• Notable accomplishments. Kvelling (<i>sharing with pride</i>) encouraged!</li> </ul> <hr/> <p><b>MEMBER REQUESTS FOR SERVICES / INFO e.g.</b></p> <ul style="list-style-type: none"> <li>• Recommendations for services (doctors, lawyers, craftspeople, repair services, babysitters, etc.)</li> <li>• Looking for basketball, tennis or softball game players</li> <li>• Seeking information on local classes, summer camps, etc.</li> <li>• Looking for/offering rides</li> </ul> <hr/> <p><b>MEMBER ITEMS FOR SALE/NEEDED e.g.</b></p> <ul style="list-style-type: none"> <li>• Tickets &amp; personal/household items for sale, incl. garage sales</li> <li>• Items to donate or give away</li> <li>• Homes/apartments for sale or rent</li> <li>• Seeking items for purchase, loan, or giveaway</li> </ul> <p style="margin-left: 20px;"><i>Donations to BAI in lieu of purchase are encouraged! ☺</i></p> <hr/> <p><b>JOB POSTINGS / JOB SEEKING</b></p> <ul style="list-style-type: none"> <li>• Requests for full- or part-time employment</li> <li>• Offers of full- or part-time employment</li> <li>• Support for projects</li> </ul>	<p><b>NON-POLITICAL COMMUNITY ANNOUNCEMENTS</b></p> <p style="margin-left: 20px;"><i>Initial announcement and ONE reminder per event</i></p> <ul style="list-style-type: none"> <li>• Community &amp; tikkun olam events of interest to a Jewish community</li> <li>• Speakers, performances, &amp; cultural events in the community.</li> <li>• Community blood drives</li> </ul> <hr/> <p><b>POLITICAL COMMUNITY ANNOUNCEMENTS</b></p> <p style="margin-left: 20px;"><i>Limited to: <b>who, what, when, where (not "why")</b>. NO details, endorsements or opinions. E.g.:</i></p> <p style="margin-left: 40px;"><i>"How the political Left and Right each challenge American Jews"</i>  <a href="#">Prof. Leonard Knowitall-Stein</a>              Oct 30, 2027, 1 pm at Kaiserman JCC</p> <p style="margin-left: 20px;"><i>Can include hyperlinks to event detail and speaker bio              Cannot include attachments, images, or graphics</i></p> <p style="margin-left: 20px;"><i>Initial announcement and ONE reminder per event</i></p> <ul style="list-style-type: none"> <li>• Learning opportunities incl local Rallies, Protests, Speakers, on Domestic, International Relations &amp; Israel events</li> <li>• Domestic Political and Campaign events, including "meet the candidate" &amp; fundraisers</li> </ul> <hr/> <p><b>PROFESS'L/BUS. SERVICES/ADVERTISING e.g.</b></p> <ul style="list-style-type: none"> <li>• Full-time college students who are children of BAI members may advertise services during the summer or breaks at no charge</li> <li>• Middle or high school students living in a member household may advertise their services for babysitting, lawn care, computer help, snow shoveling, etc., at no charge.</li> <li>• Professional services: BAI members may share info about their businesses or services. 25-word limit; post maximum 2x/year.</li> </ul>
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## What's Not Appropriate to Post

<ul style="list-style-type: none"> <li>• Any topic related to current events, news, politics, culture and history, whether local, US, or related to Israel. (<i>Can post on BAI-Discuss</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Petitions – including anything requiring signatures, calling elected officials, or forwarding messages to other people</li> </ul>
<ul style="list-style-type: none"> <li>• Any link related to such items in above bullet point. (<i>Can post on BAI-Discuss</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Endorsements of any political candidate or position (<i>can post on BAI-Discuss</i>)</li> </ul>
<ul style="list-style-type: none"> <li>• Any points of view, discussions, or reactions to the items in above bullet points (<i>can post on BAI-Discuss</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Posts that could offend or disparage others -- anything that could be considered Lashon Hara (<i>speaking badly of others</i>).</li> </ul>
<ul style="list-style-type: none"> <li>• Anything illegal</li> </ul>	<ul style="list-style-type: none"> <li>• Posts violating the BAI Code of Civility and Respect</li> </ul>

## Helpful Tips

<ul style="list-style-type: none"> <li>• Make your subject line informative</li> </ul>	<ul style="list-style-type: none"> <li>• Sign your name (including your last name if not obvious from your email address)</li> </ul>
<ul style="list-style-type: none"> <li>• Keep your message brief; give context to clarify</li> </ul>	<ul style="list-style-type: none"> <li>• Do not send inflammatory emails privately to a member in response to a SHARE listserv post.</li> </ul>

## BAI-DISCUSS LISTSERV: POSTING GUIDE

*Official policy follows this Guide. You're encouraged to contact [Listserv Oversight Committee](#) with questions before posting.*

### What's Appropriate to Post

**ISSUES-ORIENTED DISCUSSION ON:** Current events, Politics, Israel, the Jewish world, historical, social, cultural and other far-ranging issues of the day.

**FOR THE PURPOSE OF:** exchanging points of view, raising ideas that challenge our thinking, and gaining new insights. Learning, growth and understanding.

### Guidelines for Participation

**OBSERVE OUR CODE OF CIVILITY & RESPECT**

*See full CODE in the BAI-Discuss Policy at bottom of email.*

- *We encourage the expression of diverse viewpoints, including those some consider outside the mainstream.*

- *Respectful, civil discussion is expected; even when discussing controversial, complex, difficult topics with no easy answers. We deeply value this BAI tradition of respect, rooted in Judaism.*

- *We will remember our heritage when participating in vibrant discussions (e.g. egalitarian treatment of girls/women and openness to LGBT individuals)*

- *We reject lashon hara (speaking badly of others), including: no attacks on the motives, knowledge or intellect of others; no questioning one another's commitment to Judaism or Israel; no condescension toward others or their ideas.*

**OTHER GUIDELINES**

- *We value our congregational leaders; **personal attacks** in a public forum related to their decisions **violate our values and tradition.***

- *Participants understand that **views expressed are those of the individual member** and not of Beth Am Israel, its Board, professional staff or clergy*

- *We will reflect before replying and will re-read our comments to ensure that the response is respectful.*

- *Participants understand that **they may be exposed to opinions that they find hurtful or offensive**, and that their views may be characterized in ways that they find unfair, wrong or upsetting*

### What's Not Appropriate to Post

- Anything that violates the Code of Civility and Respect

- Personal attacks on members, employees or staff of Beth Am Israel.

- Do not link to an article/publication by a BAI member or one that mentions a BAI member unless that member posts it or grants explicit permission.

- Do not share posts with individuals outside the **Discuss** listserv (unless requested by a non-participating BAI member).

# BETH AM ISRAEL LISTSERV POLICIES

Adopted 2011. Most recently modified August 2024

## GUIDELINES FOR POSTINGS TO THE BAI-SHARE LISTSERV

(formerly BAI-TALK)

Adopted 2011. Most recently modified August 2024

The BAI-SHARE listserv is intended as a community bulletin board for information, requests, and announcements that would be of interest to the community.

BAI-Share is now an opt-out listserv. Any congregant can remove themselves from the listserv at their discretion at any time.

The BAI-Share listserv has a 3-person oversight committee that moderates the list after the fact – i.e., persons writing inappropriate emails will be contacted after they appear on SHARE. Thus, it is incumbent on members to consider carefully what they are writing before posting anything to this list. If there are any questions about the appropriateness of a topic, congregants are urged to contact the Listserv Oversight Committee (LOC) beforehand at [BAI-LOC+admins@gaggle.email](mailto:BAI-LOC+admins@gaggle.email).

Please pay attention to the rules, be civil, and be aware of potential penalties so that the list can run as smoothly as possible.

### **Topics that are Appropriate**

Here are some examples of topics that would be acceptable (this is not intended to be an exhaustive list):

#### ***1. Information about or announcements of non-political events***

- BAI-sponsored events
- Simchas and life cycle events
- Religious services
- G'milut Hassidim and Tikkun Olam activities
- Community blood drives
- Mitzvah projects of B'nai Mitzvah students
- Community or cultural events of interest to a Jewish community
- Speakers at upcoming local events
- Learning opportunities
- Upcoming performances in the community (kvelling – sharing with pride -- is permitted)

#### ***2. Announcements about political events are acceptable as long as:***

- the information is limited to the title, date, time, and place, with no qualifying details, endorsements, or editorializing. Hyperlinks to more detail about the event and speaker are permitted.
- the email does not include an attachment (e.g. a flyer)
- the email does not contain any graphics, images, or other insertions about the event

Examples of political posts that would be acceptable -- in accordance with the guidelines immediately above -- include:

- Local political events, including “meet the candidate”
- Reminders to vote
- Learning opportunities that are political (e.g. rallies, candidate forums)
- Speakers that are political
- Political fundraisers

### 3. **Requests for services, such as**

- Needing babysitters, housekeepers, cleaners, tutors, and so on
- Finding housing for guests for Shabbat or holidays
- Looking for or offering rides
- Recommendations for doctors, lawyers, craftspeople, repair persons, lawn service, restaurants, etc.
- Looking for basketball, tennis or softball game players
- Seeking information on local classes, summer camps, etc.

### 4. **Items for sale or needed may be posted, such as**

- Personal/household items for sale
- Tickets for sale
- Items to donate
- Garage sales
- Unwanted furniture, computers, etc. available for immediate pick up
- Homes/apartments for sale or rent (if professional info, see section later on)

### 5. **Jobs, such as**

- Requests for full-time or part-time employment
- Offers of full-time or part-time employment
- Support for projects

### 6. **Professional/Business Services/Advertising businesses in keeping with the following:**

- Full-time college students who are children of Beth Am members may advertise services during the summer or breaks at no charge.
- Middle school or high school students living in a membership household may advertise their services for such jobs as babysitting, lawn care, computer help, snow shoveling, etc., at no charge.
- Professional services: Beth Am members may provide information about their businesses or services; these advertisements may appear no more than twice a year. Such ads are limited to a maximum of 25 words.

## **Topics that are NOT Appropriate**

*Emails on topics that would NOT be appropriate include:*

- Any topic related to politics, current events, news, culture, and history, whether local, US or related to Israel\* (except to post factual info about political events – see section on political events above)
- Any points of view, discussions, or reactions to such items in the bullet point above\*
- Any links related to such items\*
- Endorsements of any political candidate or position\*
- Chain letters
- Petitions
- Anything illegal
- Posts that could offend or disparage others—anything that could be considered Lashon Hara.

## **Etiquette Guidelines for Posting to the SHARE listserv**

- Make your subject line informative.
- Keep your message brief.
- Sign your name if not clear from your email address.
- Provide a context to explain your posting.
- Do not send inflammatory emails privately to a member of the community in response to a post on the SHARE listserv.

*[see BAI-Discuss policy on next page]*

# GUIDELINES FOR POSTINGS TO THE BAI-DISCUSS LISTSERV

(formerly BAI-FORUM)

Adopted 2011, most recently modified August 2024

## TERMS AND CONDITIONS OF USE

### **A Listserv for expanded meeting information and controversial topics**

BAI-Discuss is intended for those Beth Am Israel members who wish to engage in issues-oriented discussions and postings with other Beth Am members who are similarly inclined.

We at Beth Am value the opportunity to share and exchange ideas about the topics that concern us locally, regionally and globally, and the BAI-Discuss Listserv is intended to be a safe, welcoming, and pluralistic forum for members to engage in thoughtful online discussion and learning about political, topical, cultural, historical, social, and other issues. Of particular interest at Beth Am Israel is our connection to Israel and fostering an open and respectful dialogue about the issues facing Israel, and more broadly the Jewish world today.

### **The Kevah (*Structure*) and Kavanah (*Intention*) of our communications**

As you consider joining this new forum, keep in mind two important Jewish values that we often ascribe to prayer, but are pertinent for a community forum as well. The values of *Kevah*, “structure,” and that of *Kavanah*, “intention,” are often seen as oppositional, but actually refer to a delicate and important balancing act between the two.

In this instance, *Kevah* is the BAI-Discuss Listserv itself — its make-up and the ground rules which everyone will abide by. *Kavanah* represents the substance of the interactions— the words that are shared and the way in which we treat the forum and each other.

Adherence to both is essential to the success of the BAI-Discuss Listserv and it is incumbent on each member to be mindful at all times of the *Kevah* and *Kavanah* with which they approach the BAI-Discuss Listserv.

We root this BAI-Discuss listserv in these Jewish values because they will help to build a safe and sacred space for learning, growth and understanding.

### **Who Can Participate and How to Sign-On**

At the same time, as a religious institution, Beth Am Israel has no obligation to provide a forum for issues-oriented discussion and thus reserves the right to discontinue the BAI-Discuss listserv at any time.

BAI-Discuss is now an opt-out listserv. Any congregant can remove themselves from the listserv at their discretion at any time.

### **Expectations And Values**

Participation on the BAI-Discuss listserv is voluntary and participants acknowledge that they may be exposed to opinions they may find offensive or hurtful, and that the views that they themselves express may be criticized or characterized by others in ways that they find to be unfair, wrong, or upsetting. At the same time, participants must recognize that there are multiple points of view within our community and to be respectful in deciding what to post, how to express themselves, and how to respond to others. All voluntary participants on this new BAI-Discuss Listserv will be required to abide by the Code of Civility and Respect developed and unanimously supported by the Past Presidents, which accompanies these Terms and Conditions.

Consequently, participation in the BAI-Discuss Listserv is contingent upon each member conducting himself or herself in a respectful and civil manner in accordance with the Code of Civility and Respect and avoiding in their postings any personal attacks on other members, employees, or staff of BAI. Participants agree to abide by the rules and regulations promulgated by the Board from time to time regarding conduct on the BAI-Discuss Listserv, including the Code of Civility and Respect and these Terms and Conditions (collectively, the “Policies”).

The BAI-Discuss Listserv is a private listserv that will be open only to Beth Am members in good standing who choose to participate. Out of respect for the choices of those who have decided not to participate in the BAI-Discuss Listserv, participants are requested not to disseminate discussions beyond the list or to send any BAI-Discuss Listserv content or posts to anyone who is not a participant on the BAI-Discuss Listserv, either inside or outside of Beth Am (unless a non-participating Beth Am member specifically requests to receive a copy of such content).

Participants are also asked not to post a link to any article or publication by another Beth Am member or that mentions another Beth Am member unless that member himself/herself chooses to post it or the poster has received explicit permission from the person referred to.

Participants agree and understand that the views expressed on the BAI-Discuss Listserv are the views of the individual participants alone and not of BAI, its professional staff, clergy, or Board. The fact that particular content is posted on the BAI-Discuss Listserv does not mean that BAI, its professional staff, clergy, or Board has endorsed that content in any way or verified the accuracy, completeness, or usefulness of that content, unless BAI otherwise designates the posting.

Participation on the BAI-Discuss Listserv is a privilege, not a right. Violations of the Policies governing participation may subject users to penalties including, but not limited to, temporary or permanent loss of their Listserv privileges.

### **Listserv Oversight Committee**

The Listserv will not be actively moderated; consequently, each participant will be free to post, provided that the posting complies with the Terms and Conditions and the Code of Civility and Respect. Opinions, viewpoints, statements, links, and other content that a User may post on the BAI-Discuss Listserv are the responsibility of the User alone and not of BAI, its Professional Staff, clergy, or Board of Directors.

A three-member Listserv Oversight Committee (LOC) will be named and appointed by the President, subject to approval by the Board, for a term of one year each. Any LOC member can be removed and replaced by the President. Any replacements (including resignations) will serve out the rest of the year. The LOC will have the authority to review any posting for compliance with the Terms and Conditions and the Code of Civility. The LOC will also have the authority to advise the President about suspending or terminating a member’s posting privileges. The schedule of penalties appears at the conclusion of these Terms and Conditions.

If any participants believe that a particular posting violates the Policies, they should immediately bring it to the attention of the LOC by emailing [BAI-LOC+admins@gaggle.email](mailto:BAI-LOC+admins@gaggle.email).

If subscribers to the BAI-Discuss listserv have questions regarding posts that they wish to make (i.e., to get “pre-approval”), they should contact the LOC.

It is understood and expected that all participants on the BAI-Discuss listserv will adhere to the Code of Civility and Respect described below:

## CODE OF CIVILITY AND RESPECT

*As Supported by all Twelve Past Presidents in their Challenge to the Congregation*

Respectful and civil discussion is a Beth Am Israel tradition rooted in Judaism that we, as Past Presidents, highly value and strongly encourage. Therefore:

- We owe each other personal respect even when we disagree.
- We reject lashon hara (speaking badly about others) which means:
  - No attacks (direct or indirect, electronically or in-person) on the motives, knowledge, or intellect of others.
  - No questioning one another's commitment to Judaism or Israel.
  - No condescension toward others or their ideas
- We respect the hard work and motives of our congregational leaders, and personal attacks in a public forum related to their decisions violate our values and tradition.
- We will take a breath and think twice before hitting the "Reply" or "Reply all" key, reading our comments over several times to ensure that our response is respectful.
- We encourage expression of diverse points of view, including those that some consider outside the mainstream. We discourage criticism, animosity, and personal rancor.
- We will remember our heritage in partaking of other vibrant discussions (e.g., egalitarian treatment of girls and women, and openness to gay and lesbian clergy), and we will continue that tradition of respectful discourse on controversial, complex, and difficult topics with no easy answers.

## VIOLETIONS AND PENALTIES

### What Is Not Permitted

**Any of the following can result in suspension of posting privileges or banning from either or both of the Discuss and Share listservs.**

- Any violation of the Code of Civility and Respect.
- Any personal attack on or criticism of another BAI member or any member of the Professional Staff.
- Any issues-oriented postings on BAI-Share.
- Sending or forwarding any commentary, discussion, or posting from the BAI-Discuss Listserv to anyone who is not a participant on the BAI-Discuss Listserv, regardless of whether the recipient is a member of Beth Am, unless the recipient is a Beth Am member who has specifically requested to receive a copy of the forwarded content.
- Any posting or link to an article or publication of or concerning another BAI member, except as posted by that member himself or herself or made with the explicit permission of that member.

### Who Will Be Monitoring/Reporting Violations

Any Listserv participant, Board Member, or member of the Professional Staff can report a potential violation of these Terms and Conditions or of the Code of Civility and Respect to the LOC.

## Penalties

- Violations of Code of Civility and Respect or Personal Attacks
  - First violation– three (3) month ban from posting on BAI-Share and BAI-Discuss from date of finding.
  - Second violation – six (6) month ban from posting on BAI-Share and BAI-Discuss from date of finding.
  - Third violation – permanent ban from posting on BAI-Share and BAI-Discuss from date of finding.
- Political Postings on BAI-Share, or sending a BAI-Discuss Listserv posting outside of the BAI-Discuss Listserv
  - First violation – warning.
  - Second violation – three (3) month ban from posting on BAI-Share and BAI-Discuss from date of finding.
  - Third violation – six (6) month ban from posting on BAI-Share and BAI-Discuss from date of finding.
  - Fourth violation – permanent ban from posting on BAI-Share and BAI-Discuss from date of finding.

## Enforcement Authority

- The President of BAI is the final authority, in discretionary consultation with the Executive Committee.
- All decisions are final with no appeal.
- The Chair of the Communications Committee acts as backup to the President during vacation or other unavailability.

The Listserv Task Force, appointed by the President, will be involved in the set-up and implementation of BAI listservs and posting this and other related documents on the Beth Am Israel web site.

## **LISTSERV DISCLAIMER**

The BAI-Discuss listserv is provided as a service to BAI members and is intended to be a safe, welcoming, and pluralistic forum on which participating BAI members can engage in thoughtful online discussion and learning about Israel, politics, and other issues-oriented topics. Participation in BAI-Discuss is a privilege of membership at BAI, not a right. Participation is on an opt-out basis.

You (the “User”) may opt out of BAI-Discuss at any time. The User acknowledges, by use of BAI-Discuss, that the User’s continued participation in good standing is conditioned upon compliance with the accompanying BAI Code of Civility and Respect and Terms and Conditions and remains subject to any other terms or conditions that the BAI Board may from time to time, in its sole discretion, determine are necessary to preserve the intended function of BAI-Discuss. **The User further acknowledges that failure to comply with all such standards may result in sanction by the BAI Listserv Oversight Committee, as set forth in the Terms and Conditions. The User expressly acknowledges that the User has reviewed and is familiar with the accompanying BAI Code of Civility and Respect and the Terms and Conditions and agrees to be bound by them.**

BAI-Discuss is an unmoderated forum. Opinions, viewpoints, statements, links, and other content that the User posts on BAI-Discuss are the responsibility of the User alone and not of BAI, its professional staff, clergy, or Board. The fact that particular content is posted on BAI-Discuss does not mean that Beth Am Israel, its professional staff, clergy, or Board has endorsed that content in any way or verified the accuracy, completeness, or usefulness of that content, unless BAI otherwise designates the posting.



**The User is hereby put on notice and acknowledges that by accessing and using BAI-Discuss, the User acknowledges that the User may be exposed to content that the User may find offensive, hurtful, inaccurate, and/or incomplete. By accessing and using BAI-Discuss, the User expressly releases BAI, its professional staff, clergy, and Board from liability for any and all claims associated with or arising out of BAI-Discuss including, without limitation, libel, defamation, and slander or other reputational harm.**

When using BAI-Discuss, it is the responsibility of the User to act in a manner consistent with the foregoing, the Terms and Conditions, and the accompanying BAI Code of Civility and Respect. BAI's professional staff, clergy, and Board shall not be individually or jointly responsible for resolving particular disputes or soothing hurt feelings pertaining to BAI-Discuss.

Users may report any perceived violations of the foregoing, the Terms and Conditions, or the BAI Code of Civility and Respect to the Listserv Oversight Committee at [BAI-LOC+admins@gaggle.email](mailto:BAI-LOC+admins@gaggle.email). The BAI Board reserves the right to suspend or terminate the availability of this forum at any time, if the Board determines, in its sole discretion, that BAI-Discuss is no longer fulfilling its intended function as a safe, welcoming, and pluralistic forum on which participating BAI members can engage in thoughtful online discussion and learning about Israel, politics, and other issues-oriented topics.

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