

Community Alternatives Co-operative

Email Etiquette

Useful community wide email protocols:

- The subject line should indicate [CAC] for members to be able to classify coop emails in their respective accounts
- Avoid use of the “reply all function” unless necessary
- Committee emails should generally be directed to their members and not the entire community
- Make sure subject headers are expressed clearly so that members are easily informed about email content
- Draft emails in respectful language (no naming, shaming, or any other type of personal accusations of members, or entire pods, in emails to the community)
- Keep email succinct and brief in respect of other members’ time when addressing the community, committees, and the coop board
- Do not use a pre-existing email thread for a different subject
- Avoid sending emails regarding conflict or personal issues to the entire community