

Pacific Seabird Group Email List Moderation Procedure

Moderation Purpose and Philosophy: The PSG Email List is open to anyone with an interest in seabirds, and its subscribers span a diversity of ages, career stages, languages, nationalities, and professional backgrounds. Some are familiar with PSG, while for others the email list is their only exposure to the organization. Since the email list is an external representation of PSG, our goal is for all discussions to be inclusive, welcoming, informative, professional, seabird-focused, and present the best face of PSG to the broader seabird community. To achieve this goal, we have implemented [Email List Guidelines](#) governing all posters, and will actively moderate all messages to ensure that they comply with the Guidelines.

Moderation Panel: Incoming messages will be moderated by a panel of at least three people within PSG leadership: one representative of the Communications Committee, one representative of the EID Committee, and one representative of the Executive Council (by default, the Secretary). If additional support is needed, the committee can solicit other moderators from within the Communications and EID Committees, ExCo, or elsewhere within PSG at the panel's discretion.

Moderation Procedure:

Message screening and approval

1. Only subscribers can post to the PSG email list. Messages from non-subscribers will be automatically rejected.
2. All messages sent from within the PSG domain (@pacificseabirdgroup.org) will be automatically approved.
3. All other messages will be temporarily blocked until they are manually approved by moderators.
4. Any moderator can approve any message provided it clearly complies with the Email List Guidelines and Code of Conduct.

Reviewing and rejecting messages

5. Any moderator can reject any message that clearly violates the Guidelines (e.g., spam messages, advertisements).
6. If a moderator feels that the content of a message may violate the Guidelines but is uncertain, they can flag the message for review and discussion by the other panelists.
7. Messages that are not approved will be returned to the sender with a note specifying why the message is rejected (i.e., which specific policy or policies in the Guidelines the message violates). The sender has the option to edit the message to comply with the Guidelines and re-submit as a new message.

Disagreements / uncertainties

8. ExCo is ultimately responsible for email list content, and any questions related to moderation that the panel does not feel fully equipped to address should be elevated to the Chairs.

9. If the panel is unsure whether a message violates the guidelines, or if a poster disagrees with the panel's decision to approve or reject a message, the Secretary can take the matter to ExCo for discussion.
10. ExCo will then work with the panel to reach a final decision and, if needed, revise the Guidelines to provide greater clarity under similar circumstances in the future.

Repeated violations

11. Extreme and/or repeated violations of the Guidelines should be reported to ExCo and, if applicable, the Code of Conduct Committee. This includes violations that occur in private email conversations that directly result from conversations on the PSG Email List, as well as exchanges with moderators regarding message rejection or approval.
12. At the discretion of the panel and ExCo, subscribers who repeatedly violate the Guidelines may be barred from participating in the email list. In addition, anyone found in violation of the Code of Conduct either on or off the email list may be barred from participation in the email list and/or other PSG activities by vote of ExCo.