


**Basic Rules of Order
for
Efficient Meetings & Good Records
—Emails—**

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the Alabama Cooperative Extension System Human Resources Department at **(334) 844-5531** or the State of Alabama Governor's Office on Disability (GOOD) at **(888) 879-3582** or USDA's TARGET Center at **(202) 720-2600** (voice and TTY) or contact USDA through the Federal Relay Service at **(800) 877-8339**.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf from any USDA office, by calling **(866) 632-9992**, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250- 9410
Fax: (833) 256-1665 or (202) 690-7442; or
Email: program_intake@usda.gov

**NIFA/USDA
Nondiscrimination
Statement
(English)**

This institution is an equal opportunity provider.



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La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en https://www.usda.gov/sites/default/files/documents/USDAProgramComplaintForm-Spanish-Section_508Compliant.pdf, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue,
SW Washington, D.C. 20250-9410; o´
fax: (833) 256-1665 o´ (202) 690-7442; o´

correo electrónico: program.intake@usda.gov.


Esta institución ofrece igualdad de oportunidades.

NIFA/USDA Nondiscrimination Statement (Spanish)

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***The slides that follow are designed to serve as an individual or group tutorial in the basic use of motions under the Rules of Order.**

There are no illustrations, no photos. Moreover, there are far more words per slide than any artful PowerPoint should have.

Think of this, therefore, as a helpful .pdf cut up on digital flashcards!


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Good Email Headers

- ❖ **To:** Names of recipients should be in *alphabetical* order—especially in extended lists to facilitate locating the name of a particular person.
- ❖ **Cc:** Copy the local association’s Coordinating Extension Agent and anyone else to whom the email’s information is important but not directly addressed.

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- ❖ **Bcc:** Use the “blind carbon copy” option *if* you do not want the names and contact information of all recipients known publicly.

Place all recipients’ addresses in the Bcc: line and type your own address in the To: line.

This will provide addressee privacy and prevent “reply all” responses to the entire group that can clutter inboxes with non-essential responses.


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- ❖ **Subject: This line is vital to your message. Some readers will not read past it! It should signal your message and provide precise dates and times when appropriate.**

Avoid simply saying, “Meeting Reminder for Tomorrow.”
You cannot be certain when your message will be read! Your tomorrow might not be your reader’s tomorrow.
Rather write, “Meeting Reminder for Tomorrow, June 2, at 6 p.m.”

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The Body of the Email


- ❖ **After a polite (and brief greeting) appropriate to your group, state the purpose of the email. Include essential details such as dates, times, and locations in the first sentence or two.**
- ❖ **Keep the message easy to read, concise, and professional. If several details are required, consider using a bulleted list.**

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- ❖ **If action is requested of recipients, state the request clearly: please review, make suggestions, approve, report. . .**
- ❖ **Give a deadline for any action.**
- ❖ **Close the email with a brief concluding message such as “looking forward to your response,” “thank you,” or “hope to see you there.” Then add your name, position, and contact information.**

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Broadcast Emails

Many associations send emails to inactive members or to former members who have moved away as a courtesy to keep them informed.

If, however, the purpose of the message applies to participating members of Active status, such as voting on an issue, eligibility requirements should be stated in the body of the email.

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Before Sending Any Email

- ❖ **Read it carefully for spelling and less-than-correct “auto-correct” errors.**
- ❖ **Check the spelling of people’s names and wording of people’s and program’s titles.**
- ❖ **Read it for clarity!**

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