



**YOUTH
BUILDING
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**MEXICO CITY, MEXICO JANUARY 10th, 2021.
IDN: YBTFG/ODSMG
SOCIAL MEDIA GUIDELINES**

YBTFG SOCIAL MEDIA GUIDELINES:

Decision-making guidelines

- When approval for a decision is needed, use Polly polls and/or slack reactions
- Simple Majority (more yes than no) at least over 10
- Make changes if the vote fails and engage the YBTFG Digital community.

Housekeeping

We see each other's' humanness online:

- Please add a picture of yourself to your Slack account, update your profile with your working groups, and introduce yourself in the #intros channel so we can get to know each other and more easily connect.

Do your best to post in the correct channel:

- Each channel is set up with a specific purpose like discussion, coordination, building a community and supporting each other. Try your best to stay true to a channel's intended purpose when posting.
- Check the channel descriptions and topics to make sure you're posting in the right channel

Start Slack "threads" when appropriate:

- In general, when someone poses a question or starts a discussion in a channel, reply in a thread rather than in a post to the whole channel. Start one by hovering over the message and clicking the "thought bubble" icon in the upper right of that post.

Be conscious of when a DM makes more sense than a channel post:

- If your question, idea, discussion does not apply to the full channel audience, please start a direct chat or group chat with the relevant parties. Given the volume of communication that happens on Slack, this helps to keep content as relevant as possible.
- Example: don't message #ask-help-questions about something related to outreach when you can just message the outreach coordinators
- Only create channels when necessary, consult the whole community on whether to create a new channel.
- Include your real name under "full name" in your slack profile.
- Use the @channel and @here commands appropriately. The next section explains our policies on those commands.

Policy on @channel and @here

- If you type @channel in a Slack post, it will send an alert to everyone in that channel. If you use @here in a Slack post, it will send an alert to anyone in that channel who is currently online.
- @channel should be used for important things. @here should be used for things that urgent but not important, because they'll notify only people who are already online.

When it's a good time to @channel

- Polls (scheduling a call, voting, etc.)
- Call notifications, 2 of (maybe the coordinator can choose?)
- When a call time is announced
- Iris thinks it can be used, but not all the time
- A reminder
- Iris thinks you should use @here to send a 5-minute reminder for a call
- The agenda/zoom link
- Iris disagrees, this does not need an @channel, and the agenda and zoom link can just be included in the meeting announcement message
- The time of an announcement that affects everyone in the channel
- In the general channels: New rules
- In working channels: A restructuring of the working group
- In club/caucus channels: They can decide

When it isn't

- Any more than 2 pings for a call
- Discussion questions (polls should be pinged, but simple discussion threads shouldn't. If people care and have opinions, they should check the channel)

- When only certain people need to be pinged, ping them individually
- Decisions or announcements that don't affect everyone in the channel
- For announcements like "join this working group!" because not everyone will. If they have capacity, they'll check the channel.

When it's a good time to @/here

- Things that are urgent but not important
- Spontaneous tea parties and other calls that don't need include everyone (eg. "I need someone to hop on a short call with me / do a short task")

When it isn't

- Anything that should have an @/channel instead

Don't edit out pings.

- In the past, we had a practice of editing out @/channel messages for calls and votes once they were over. This was to reduce the number of pings once a person on break logged back into Slack, but some people want to see the pings even when the call or vote is over (to catch up, read through the notes, etc). If you log on to a ton of pings and don't want to read them all, **press Shift-Esc** to clear everything.

Working channels:

- When you join a working channel (one that starts with "wg" or "proj,") you're signifying that you want to help out. You want to get information from that channel, so you're willing to get pinged when something is important.

General channels:

- @/channels can be used in [#announcements](#), [#discussion](#) (for votes) and [#meetings](#) (for important calls) when important. They should not be used in miscellaneous channels like [#ask-help-questions](#) or [#random](#) (but it's encouraged to ping people individually).

Caucuses and clubs:

- Caucuses and clubs can decide their own notification policy in whatever way they see fit.

Spam Slack:

- Use @/here for spontaneous tea parties. @/channel isn't really used, but you can use it if, for some reason, you're scheduling something in the spam Slack.

Accessibility

- When sending messages that could be misinterpreted, **use tone indicators and spell them out in full**. Check YBTFG Warning Policy, explains what tone indicators are, why they're important, how to use them, and YBTFG-specific tone indicators.
- When posting content that could be triggering for some, use content warnings. Check YBTFG Warning Policy explains why they're important, how to use them, and what content should be tagged in the YBTFG Slack.

Slack channel abbreviations:

- wg=working group
- org=organization
- proj=project/campaign
- ob= onboarding
- comms= communications
- ou=outreach
- jedi=jedi sub wg (justice, equity, diversity, inclusion)
- pr= press sub wg
- su=support
- r=region
- coord(s)=coordinator(s)

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Trello guidelines

1. Don't completely change things without permission
2. Inform the community when adding or deleting when possible

Zoom guidelines

1. * = I want to speak, ** = direct point, + = I agree, - = I disagree, c = clarification, t = technical point
2. Try not to talk over anyone
3. Mute yourself when you are not speaking
4. Add meetings to the shared calendar
5. Don't show inappropriate images/audio

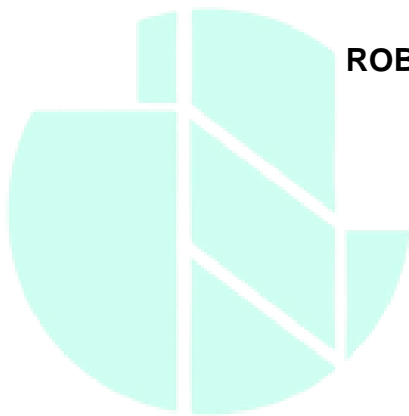
Google Drive guidelines

1. Don't share anything outside of the team. If you need to share a document with someone, contact the Organization/Admin Coordinator/s
2. Don't delete things without asking the community

3. Add ALL relevant team documents to the google drive to keep things organized, **except from sensitive information which must be stored securely!**

Coda guidelines

1. Don't share anything outside of the team. If you need to share a document with someone in the team, share it with their email instead of turning on link sharing. This way we can keep track of people's edits, and make sure outsiders can't mess with our files
2. Do not make docs - instead, contact an Organization/Admin Coordinator.
3. Don't delete things without asking the community



A handwritten signature in black ink, appearing to read 'Roberto Hernández Juárez', written in a cursive style.

ROBERTO HERNÁNDEZ JUÁREZ
GENERAL DIRECTOR - YBTFG

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