

CPA Communications Committee - General Listserv User Etiquette & Policy Revised September 2019

1. Etiquette
 - 1.1. Sending Messages
 - 1.1.1. Listserv users must use care in sending messages to the entire list. Users should only send a message to the entire list when it contains information that pertains to most members.
 - 1.1.2. If a message is not intended for the entire list then the member should utilize one of the sub-group lists.
 - 1.2. Replying to messages
 - 1.2.1. When replying to a listserv message, the default setting is for the message to go to the entire list. Replying to a message to say "thanks for the information" or "me too" should not go to the entire list. Instead, these types of messages should be sent to the individual by deleting the group address and entering the individual's email address. If you need technical assistance to do so, please contact the Moderator (moderator@catholicpsychotherapy.org).
 - 1.3. Subject Lines
 - 1.3.1. The writer should ensure that the subject line of the message accurately describes the topic of the message. Generally speaking, when replying to a message, include the same subject line as the original. If you are talking about a new topic, please change the subject line to reflect the new message.
 - 1.4. Housekeeping
 - 1.4.1. Administrative messages, such as "remove me from the list", "please change my email address", etc. should not go to the entire list. Instead, please contact the Moderator.
 - 1.5. Breach of Etiquette
 - 1.5.1. When a member fails to follow etiquette, they will receive a "Friendly Reminder" from the Moderator.
2. Posting Policy
 - 2.1. All messages are to be charitable, civil and, professional in tone and nature.
 - 2.2. This is not to dispel controversy, controversy is welcome; nor to eliminate friendly informality, which is also appropriate for a listserv, but to ensure that the tone is charitable as appropriate for a Catholic organization.
 - 2.3. Messages sent cannot go against the teaching of the Catholic Church.
 - 2.4. Questions related to the reason or clarification of Church teaching are appropriate.
 - 2.5. Messages must be deemed to be in concert with the by-laws and mission of the CPA.
 - 2.6. Messages are prohibited that deviate from the mission of CPA.
 - 2.7. All shared ideas on this listserv are the personal, professional ideas of the individual sending the email and are in no way the opinion of or endorsed by the CPA.
 - 2.8. Posting job openings is appropriate. While advertising is also permitted, the same advertisement and/or job posting can only be posted once a month
 - 2.9. All messages sent must include a signature
3. Confidentiality
 - 3.1. The messages cannot, in any way, compromise client confidentiality. All possible identifying information regarding clients must be disguised.
 - 3.2. Members should follow APA, ACA, NASW or AAMFT ethical guidelines related to client confidentiality depending their professional affiliation.

- 3.3. If in doubt as to the content of a post, please contact the Moderator.
4. Violation of Listserv policies
 - 4.1. If a message is deemed to be in violation of policy the Moderator will notify the member to discuss the issue.
 - 4.2. Each member has the right to forward their potential post to the CPA Board President to appeal any decision made by the Moderator.
 - 4.3. The CPA Board of Directors will become involved if a problem persists in terms of a member continually violating the Listserv policy.
 - 4.4. If a member continually violates the policies and procedures of the listserv then the member can be removed from the listserv by the Moderator at the discretion of the CPA Board.
 - 4.5. All decisions by the Board are final.
 - 4.6. Finally, any threats, pressure, or bullying of the Moderator's decisions regarding deciding to publish a post or a potential post by a member will result in an immediate referral to the Board with the possibility of both removal from the Listserv and the CPA membership.