



## CACBT LISTSERV POLICY & PROCEDURES

**POLICY:** The CACBT values information sharing among members and will operate a Listserv (database of member e-mail addresses) for members to share ideas and information related to CBT following the rules and procedures.

### CACBT LISTSERV PROCEDURES:

1. All members of CACBT will be part of the Listserv.
2. Members who do not want to be members of the Listserv must make a request to CACBT to unsubscribe.
3. CACBT has a moderator for the Listserv, but does not check information for accuracy.
4. CACBT strictly prohibits posting of certain information (see below).
5. CACBT asks members to follow common Listserv etiquette (see below).
6. CACBT has the right to reproduce postings on the Listserv.
7. CACBT can remove any member from the Listserv if 1) their membership has expired; or 2) they post prohibited information on the list.
8. CACBT staff or board will not be held liable for information distributed on the Listserv.

### Prohibited on Listserv:

#### The following information cannot be posted on Listserv:

1. Information intended to harm someone's reputation (libel) or false information that damages another person (slander).
2. Threatening, offensive, or illegal materials.
3. Campaigning.
4. Advertising professional services (*e.g. advertising private practice, translation or accounting services*).
5. Commercial messages (*e.g. publishers advertising books or corporations advertising apps*).
6. Material that is copyrighted without copyright owner permission to share.
7. Discussion of personal pricing issues such as hourly fees.

### Listsrv Etiquette:

1. Be professional and collegial in your communication, especially when voicing disagreement or offering constructive criticism.
2. Be as brief as possible.
3. Use informative "subject" lines.
4. Show sensitivity for individual differences (*e.g., cultural, ethnic issues*).
5. Use caution when discussing products.
6. Ensure you maintain client confidentiality.

**To Post:** Send messages to: [CACBT-ACTCC@LISTES.ULAVAL.CA](mailto:CACBT-ACTCC@LISTES.ULAVAL.CA)

**To Unsubscribe:** Put "Unsubscribe" in your subject line and send to:  
[CACBT-ACTCC@LISTES.ULAVAL.CA](mailto:CACBT-ACTCC@LISTES.ULAVAL.CA)

**Questions to Moderator:** [info@cacbt.ca](mailto:info@cacbt.ca)

**Administrative Questions:** [info@cacbt.ca](mailto:info@cacbt.ca)