

**Listserv Policy for the CPA Member Listserv
(Adopted by the CPA Board of Directors, February 2009)**

Welcome to the CPA Member listserv! If you are receiving this message, you must have identified yourself as wanting to participate in this forum. If you are new to listserv use, refer to directions at the bottom of this email. If for some reason you signed up by mistake, please follow the directions at the bottom of this email to unsubscribe.

The resources (hardware, software, and technical assistance) for this effort are provided without charge by the American Psychological Association as a public service.

The American Psychological Association has adopted rules which govern this listserv which are listed below. If you break these rules, you will be removed from the listserv because the rules govern the very heart of our arrangements with our service provider.

In the interest of maintaining a collegial list environment for all members and to promote the fundamental purpose of the listserv as a forum to exchange ideas and information related to psychology, the CPA Board of Directors has adopted additional listserv rules that enforce standards of mutual respect and that include a process for suspending or removing any list member if it becomes necessary.

Typically, members use the forum to exchange ideas and information related to their work as psychologists. CPA recognizes that the forum may also serve a communication function for CPA governance and for CPA members across the state. Consequently CPA welcomes a collegial exchange of information, ideas and opinions, as long as the exchange adheres to the rules and standards described in this document.

We want to institute respectful, professional dialogue on our listserv in a manner in keeping with the American Psychological Association Ethical Principles of Psychologists and Code of Conduct (2002). When psychologists provide public comment they are obligated by the Ethics Code to ensure that statements are based on their professional knowledge, training, or experience in accord with appropriate psychological literature and practice and are otherwise consistent with the Ethics Code.

The California Psychological Association reserves the right to suspend or terminate any member's subscription and access to the email list if that individual engages in personal attacks against other list members or posts remarks that are deemed offensive, inflammatory or otherwise disruptive to the list community.

All list participants are responsible for being aware of and abiding by the APA and CPA rules.

If you subscribe to this listserv you are agreeing to these rules.

APA Listserv Rules

Rule 1. Do not use the forum for illegal purposes, including but not limited to defamation, violation of intellectual property laws, violation of antitrust or unfair competition laws or violation of criminal laws.

Rule 2. Do not intentionally interfere with or disrupt other forum members, networked services, or network equipment. This includes distribution of unsolicited advertisement or chain letters, propagation of computer worms and viruses, and the use of the network to make unauthorized entry to any other machine accessible via the Forum.

Rule 3. Do not use the Forum for commercial purposes. "Commercial" as used for purposes of evaluating listserv messages means communications whose primary purpose is to advance the business or financial interests of any person or entity, or otherwise to promote a financial transaction for the benefit of the author directly or indirectly. Examples of prohibited communications include advertisements for products or services, notices regarding rental of office space, or direct solicitations of listserv members to purchase products or services.

Examples of messages that may be of financial benefit to listserv members but are not prohibited because they do not inure to the financial benefit of the author include news of job listings or position openings, or discussion of professionally-related products or services where the listserv member conveying the information is not in the business of selling the products or services. Announcements that provide useful professional information to List members but may also have some incidental commercial benefit to the sender (e.g. an author who is a list member merely advising the List of publication of a professional book) typically would not be "commercial" for purposes of this restriction.

Rule 4. Do not use this forum for any communication that could be construed in any way as support for or opposition to any candidate for a federal, state or local public office. The Federal law providing for the American Psychological Association's tax exempt status absolutely forbids the use of APA resources or facilities, including this forum, in any way that would even appear to support or oppose such a political candidate.

CPA Listserv Rules

Rule 1. We want to institute respectful, professional dialogue on our listserv. Personal attacks by one list member toward another or others are not permitted. Remarks that are deemed offensive, inflammatory or otherwise disruptive to the list community are not permitted on the list.

Rule 2. Registering disagreement with a posting is fine. Opposing ideas can be expressed in civil language. Insulting other people's opinions is not permitted, nor are abusive, demeaning, derogatory, disparaging remarks to or about another member or person

Rule 3. Potentially defamatory or libelous remarks by one member to or about another member or person are not permitted.

Rule 4. Don't send or reply to a listserv message in anger or engage in reciprocal insulting behavior or allow yourself to be baited by those who do. Such behavior can quickly escalate and draw in more participants. The listserv administrator must step in to halt this process.

Rule 5. Members who post content which violates these rules will be provided a warning prior to either suspension or removal from the list, depending on the nature of the problematic posting.

Rule 6. The decision to warn, suspend, or remove a member rests with the Executive Director or the Executive Director's designee(s), subject to review of the CPA Executive Committee after a warning or removal has occurred. The member shall be warned, suspended or informed of their removal from the list by letter or email from the Executive Director. The Executive Director shall inform the Executive Committee as soon as a warning, suspension, or removal has occurred. Any member who believes s/he was unfairly removed from the list may appeal to the Executive Director in writing within 30 days. The Executive Director will advise the Executive Committee of the appeal and the Executive Committee will make a final determination within 30 days of the notice of appeal. The CPA member will be notified of the Executive Committee's decision within 30 days of that decision.

In addition to the rules, "list-etiquette" standards have emerged within the culture of electronic list forums. By following the rules and attending to the standards, you will contribute to a climate of trust and collegiality that encourages a friendly, informed and yet spontaneous discourse.

Listserv Standards

Standard 1. Please keep your messages constructive, courteous, and brief.

Standard 2. Recognize that others have religious and personal beliefs which may differ from yours. Please be supportive of fellow forum members and show mutual respect.

Standard 3. If your e-mail software program includes - and you utilize - an option that repeats the message to which you are responding, please do not repeat any part of the message that is not essential. This will save considerable space (bandwidth) for everyone who receives your message.

Standard 4. A basic tenet of a listserv is to foster group-based communication. Therefore, please refrain from posting "very personal" messages to the list that are intended for only one person.

Standard 5. If you have a comment or a response intended for one person, and not the entire listserv membership, respond via private (backchannel) email.

Directions for Listserv Use

To send a message to the list, simply type CPA@lists.apapractice.org in the "to" field of your mail message and send your message as you normally would. The APA's server will automatically direct the message to all other members of the listserv.

Clicking "reply" to any message you receive from this list will automatically send your reply back to every member of the list.

If you would like your reply to a message without sending it to the entire listserv, hit the forward button and type in the email address of the person you wish to address. Alternatively, you can hit the "reply" button, remove the listserv address in the "To:" box and type in the name of the person you are responding to.

If you would prefer to receive a "digest" of daily email postings, instead of individual emails through the day, just do the following: Send a message to listserv@lists.apapractice.org. Use NO subject line. Your message should say only "set cpa html digest." In the instructions, the word "cpa" is the name of the

listserv. You will then receive an email from the listserv system notifying you of your change in subscription options. If at some point you decide to switch back to receiving individual postings, do the same as above, except say "set cpa nodigest" in the body of the message. If you run into any problems, please contact me via email at rlopez@cpapsych.org.

To unsubscribe from the Forum: Some day you may wish to unsubscribe from the Forum. If so, please send me a message (see below) or send a message to listserv@lists.apapractice.org. Use NO subject line. Your message should say only, "signoff CPA"

With that, we welcome you to this Forum. We would like to thank you for all the time and effort you have put into making the association stronger and more viable than ever before. Let me know if you have any questions or comments.

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