

## Canadian Urban Forest Network (CUFN) Listserv Posting Guidelines

Approved by Tree Canada and the Canadian Urban Forest Network Steering Committee

### What is the CUFN listserv?

The CUFN listserv is a service of Tree Canada, part of the Canadian Urban Forest Network. Membership on the list is open to anyone and does not require paid membership in the CUFN at this time (though we encourage list members to donate to Tree Canada for the Canadian Urban Forest Network by going to the Tree Canada website here: <https://treecanada.ca/en/get-involved/individual-giving/>).

### What is the purpose of the CUFN listserv?

The purpose of the CUFN list is to share information, facilitate open discussion and dialogue, and build community in urban forestry across Canada. The list is administered by Tree Canada. We ask you to adhere to the guidelines below, which are designed to ensure everyone feels respected and welcomed and enjoys equally the benefits of the list, while minimizing unwanted traffic on the list. Subscribers who do not comply with the guidelines will be contacted by the list administrator. Repeated violations of the guidelines will result in removal from the list.

### CUFN listserv Usage Guidelines

1. Urban forestry is broadly inclusive and the subjects welcome on the CUFN list reflect the diversity of its membership: municipal foresters, practitioners, arborists, consultants, educators, researchers, policymakers, community members and many others. That being said, we expect subscribers to keep contributions to the list on-topic, within the aegis of urban forestry, broadly interpreted. The list exists to support urban forestry and the urban forestry community across Canada.
2. Replies are encouraged but if a response is highly specific and not relevant to a broad audience, please respond directly to the person posting. Responses to requests for information should be sent off-list, directly to the person who originally requested the information. If responses are deemed relevant and worthwhile by the original requestor, they should post compiled responses on a one-time basis back to the list.
3. Sexist, racist or any behaviour that is considered to be defamatory will not be tolerated in any form and will result in immediate removal from the list.
4. Strive for clarity: make sure that your subject line reflects the content of your message. This is especially important if you receive the digest format. If you respond to a message within the digest, you must change the subject line to reflect the content of your

message. Otherwise, it will reflect the daily digest heading.

5. Please do not ask the list administrator to post messages on your behalf. To subscribe to the list and post a message yourself, please go to <http://list.web.net/lists/listinfo/canufnet> and look at the bottom of the page for the “subscribe or unsubscribe” link.
6. Try to avoid posting requests for information that are so general as to be easily fulfilled through an online search. There are exceptions to this rule, including requests for information on management plans, policies, bylaws, methods, tools, etc.
7. Events and job listings should be relevant to a reasonable number and range of subscribers. Organizations with frequent announcements are encouraged to compile announcements into a single email, in order to minimize volume.
8. This is a non-commercial list, meaning no sales or marketing emails are allowed. There may be gray areas that we see from time to time, including advertisements for education programs and online courses. We will make a decision on these accordingly.
9. Fundraising of any sort is forbidden on the CUFN list. This includes direct appeals for support, recruitment to join campaigns, etc.
10. Attachments/large files: the list supports attachments, but please avoid sending excessively large postings and/or attachments (over 3MB), so as not to fill up subscribers’ inboxes.
11. To unsubscribe from the CUFN list, go to the bottom of the main page <http://list.web.net/lists/listinfo/canufnet> and put in your email where indicated.

Tree Canada and the Canadian Urban Forest Network Steering Committee reserve the right to modify these guidelines at any time. (Tree Canada and the Canadian Urban Forest Network Steering Committee wish to express their gratitude to the Association of Environmental Studies and Sciences (AESS), whose listserv guidelines meaningfully and substantively informed ours, and from whom much of our guidelines language is borrowed.)