



**COCHRANE DISTRICT SOCIAL SERVICES ADMINISTRATION BOARD
CONSEIL D'ADMINISTRATION DES SERVICES SOCIAUX DU DISTRICT DE COCHRANE**

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Virtual Board Meeting Display Name Identification Policy for the Cochrane District Social Services Administration Board (CDSSAB)

Purpose:

This policy is established to ensure transparency, accountability, and security during CDSSAB's board meetings by requiring members of the public to clearly identify themselves through their display names when participating.

Scope:

This policy applies to all virtual board meetings conducted by the CDSSAB, where members of the public are invited to attend.

Policy Statement:

Members of the public who wish to attend virtual board meetings conducted by the CDSSAB shall be required to use display names that clearly identify themselves for the duration of the meeting. The use of pseudonyms, aliases, or ambiguous display names is prohibited.

Guidelines for Display Names:

1. Full or Initialized Name: Participants from the public must use their full or initialized legal names or the names by which they are commonly recognized within the organization.

Accepted Variations: John Smith, J. Smith, John S.

2. Organization Affiliation (if applicable): If a participant represents a specific organization or entity, they should include their organization's name as part of their display name.
3. No Ambiguity: Display names should not contain any symbols, emojis, or characters that make identification difficult.
4. No Offensive or Inappropriate Names: Display names that are offensive, derogatory, or inappropriate are strictly prohibited.

Enforcement:

To ensure compliance with this policy, the host or moderator of the virtual board meeting may take the following actions:

1. Warning: The host or moderator will issue a warning to participants who do not comply with the display name identification policy. The participant will be asked to update their display name accordingly.
2. Removal from Meeting: If a participant continues to use an inappropriate or unidentifiable display name after a warning, they may be removed from the meeting.
3. Permanent Ban: Repeated violations of this policy may result in a permanent ban from attending future virtual board meetings conducted by CDSSAB.

Implementation:

This policy shall be communicated to all potential participants in advance of virtual board meetings through the CDSSAB website (www.cdssab.on.ca). The host or moderator shall remind participants of this policy at the beginning of each meeting.

Review and Revision:

This policy shall be periodically reviewed and updated as necessary to ensure its effectiveness and relevance.

Compliance:

All members of the public attending virtual board meetings conducted by the CDSSAB are expected to comply with this policy. Failure to do so may result in their removal from the meeting.

By attending a virtual board meeting conducted by CDSSAB, participants acknowledge their understanding of and agreement to abide by this Virtual Board Meeting Display Name Identification Policy.

Date of Implementation: October 17, 2023