



**NORTH
TABOR**

**NEIGHBORHOOD
ASSOCIATION**

North Tabor Neighborhood Association Board Member Communications Policy

Policy Title: Board Member Communications – When Speaking as/for the Board

Approved On: May 23, 2017

Overview: This policy has been created to support an effective, responsive and transparent communication process. Communications issued by North Tabor Neighborhood Association - regardless of who is the signatory of such communication - represent the North Tabor Neighborhood Association as a whole in terms of policy and character, so it is important that reasonable protocols be followed.

1. The official spokespersons for the board are the board chair and any board member delegated by the board or chair to speak on a particular issue/subject area.
2. The board chair and/or any designated board member who represents North Tabor Neighborhood Association in any communications with the public and/or media will ensure all communications from North Tabor Neighborhood Association represent actions/policy directions or advocacy positions taken by the board and documented by the board minutes.
3. When board members and the board chair exercise their first amendment free speech rights and speak on issues as individuals, they will make it clear that is what they are doing, and that they do not speak for North Tabor Neighborhood Association at that time.
4. When the board assigns a board member to handle written communications for a specific issue, that individual will submit draft letters/press releases/memos to the chair and the board for approval before they are sent out – unless time constraints make that unreasonable, in which case the chair will authorize distribution.
5. All final authorized communications shall be sent out from North Tabor Neighborhood Association. Copies of all official board correspondence shall be maintained by SE Uplift and are available for public inspection at any time.
6. This policy should be reviewed by the board for relevance and content and amended, as necessary at least every two years.
7. First violation of this policy will result in a warning and review of the rules with the individual. Second violation is grounds for removal from the board.