

## **External Communications Approval Protocol** (to be added as an addendum to the previously approved Communications Protocol)

### Routine Communications

Social media posts, press releases, and responses to routine emails, letters, or phone calls from the public will be handled by the communications staff as part of their daily duties. Guidelines for these communications will be developed by the Deputy Executive Director and the Communications Director.

### Responses by the Commission

Any communications to the Commission that require a more formal response by the Commission (for example, the Commission's reply to the request from the incoming Secretary of State that the Commission count incarcerated persons at their last known address) will be:

- Drafted by the appropriate Commissioner or staff member(s).
- Reviewed by the Executive Director and/or Deputy Executive Director, Chief Counsel, and the current Chair and Vice Chair.
- At the option of the Chair, members of a relevant subcommittee(s) may be consulted for clarification and concurrence.
- At the option of the Chair, the Chief Counsel may be consulted for a review of the legal ramifications involved with the response or to provide legal advice and citations to strengthen the response.
- Final approval, signature, and release will be the responsibility of the current Chair.

### Correspondence on Behalf of the Entire Commission

Correspondence that is released on behalf of the entire Commission will require approval of the Commission during a public meeting (for example, the letter to the Secretary of Commerce and the Director of the Census Bureau).

- Correspondence will be drafted by the appropriate Commissioner or staff member(s).
- Reviewed by the Executive Director and/or Deputy Executive Director, Chief Counsel, and the current Chair and Vice Chair.
- At the option of the Chair, members of a relevant subcommittee(s) may be consulted for clarification and concurrence.
- At the option of the Chair, the Chief Counsel may be consulted for a review of the legal ramifications involved with the response or to provide legal advice and citations to strengthen the response.
- The final draft correspondence will be included in the handouts for the Commission meeting where approval is sought.
- During the appropriate item on the agenda, the letter will be presented by the author and discussed by the entire Commission. The Commission will then decide what action to take (approve, deny, revise).

- If applicable, the current Chair or designee will sign the final version of the correspondence prior to release.