

**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 Chair

Any communications to the Commission that require a response by the Commission Chair will be:

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

Correspondence on Behalf of the Entire Commission

Correspondence on behalf of the entire Commission will require approval of the Commission during a public meeting.

- Correspondence will be drafted by the appropriate Commissioner or staff member(s).
- Reviewed by the Executive Director and/or Deputy Executive Director, Legal Staff, and the current Chair and Vice Chair. Review by legal staff shall include the legal ramifications involved with the response or to provide legal advice and citations to strengthen the response.
- At the option of the Chair, members of a relevant subcommittee(s) may be consulted for clarification and concurrence.
- 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 made public, presented by the author and discussed by the entire Commission. The Commission will then vote to determine 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.