

## **OPARB**

### **Public Communication Protocol**

**The OPARB recognizes the right and importance of communication with the citizens of Seattle. This communication may come from the Board as an official Board communication or from individual Board Members. The following protocols are provided to guide this important communication process.**

#### **Official Board Communications**

1. Only the Chair or the Chair's designee may communicate publicly on behalf of the Board.
2. Board Members may seek full Board approval and/or endorsement of an individual member's planned public communication. This endorsement would result in a formal message to be communicated to the public as a "board communication" coming from the full Board. The Board must formally vote to approve such communication to make it an official Board communication.
3. Individual Board Members may write minority reports dissenting in whole or in part from Board reports. The minority reports shall be included with the majority report. Individual Board Members who identify themselves as supporters of a minority report may comment publicly on both the majority and minority reports.

#### **Communications by Individual Board Members**

1. Whenever practical OPARB members will adhere to a "no surprise" communication policy. Board members planning to communicate with the public will make every reasonable attempt to inform the full Board of their intention to communicate with the public, the planned content of the communication and the communication process/medium(s) before the communication is released.
2. If the communication is not approved as an official board communication, individual board members must include in their communication the following: "I am not speaking for the full board but only as an individual board member and my views are not the official views/position of the full OPARB...."

**Assistance From City Council Communication Staff**

The Seattle City Council has a communication staff with which both the full Board and individual members may consult to assist in developing the most effective communication/process possible. The Seattle City Council communication staff will not send out press releases or respond to media inquiries on behalf of the board.