

Commissioner Communication Guidelines



Freedom of Information Act (FOIA)

- All communications concerning commission business are subject to a FOIA request.
- Rule of thumb – CC the staff liaison (kcoleman@a2gov.org).
- Commissioners are responsible for keeping and producing all records not already provided to the staff liaison.
- All forms of media are subject to a FOIA request.
 - Email
 - Text Messages
 - Written communications

Social Media

- Always get authorization to speak on behalf of the commission.
- Precede personal postings with a disclaimer that you are not speaking on behalf of the commission.



Communications Between Commissioners

- Avoid quorums if participating in an event of public interest (e.g., public meeting).
- Outside of a commission meeting do not discuss (email, talk, text) with a quorum how one will vote, the reasons behind a decision to vote, or the pros and cons of a subject coming before the commission.

Thank You

Any additional questions concerning inter-commissioner communications and FOIA exemptions can be submitted to kcoleman@a2gov.org

