



Colorado Springs Urban Renewal Authority Media Communication Policy

REASON FOR POLICY

The Colorado Springs Urban Renewal Authority (“CSURA”) desires to communicate accurately, effectively, transparently and consistently with a variety of diverse audiences including the media.

APPLICABILITY

This policy stipulates who has the authority to make public statements on behalf of the CSURA organization and the procedures for developing the statements. This policy applies to all CSURA employees and appointed members of the Board of the CSURA (“Board”) when acting in their capacity as employees of or appointed members of the Board of the CSURA, including when they are asked questions.

POLICY STATEMENTS

1. No employee or Board member is authorized to speak “off the record” on behalf of the CSURA to media on any matter pertaining to the CSURA.
2. No employee or Board member may make official statements on behalf of the CSURA except in conformity with this Policy.
3. The Board authorizes the following persons *only* to speak on behalf of the Board to the media:

Nature of Inquiry	Authorized Representative
Inquiries seeking an official CSURA response or a statement on behalf of the CSURA	Chair (or Executive Director at Chair’s direction)
Questions of CSURA policy or direction	Chair
Questions concerning CSURA Board vote or direction on a project or application	Chair

Status of a project or application or matters of scheduling or processing applications	Executive Director
Factual background information related to a project or application	Executive Director
Factual matters related to the operations of the CSURA and the composition of the Board	Executive Director
Responding to CORA requests	Executive Director with notice to Chair

4. Except as set forth in Section 3, Board members are encouraged to provide rationale for their vote on any matter before the Board during the public meeting and should refrain from interacting individually with the media on subjects that may come before or have come before the Board.
5. When an Authorized Representative as identified in Section 3 receives and responds to a media inquiry in accordance with this policy on a matter of importance or controversy, the Authorized Representative is encouraged to inform either the Chair or the Executive Director, as the case may be, of the inquiry and the response.
6. Other than to the media, nothing in this policy is intended to affect any individual's right to express personal opinions on CSURA actions and policies. When speaking or writing in his or her individual capacity and not as Board member, an individual should be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that he/she does not speak for the CSURA institution.

Adopted by the CSURA Board this ____ day of _____, 2019.

Randy Case, Chair