

Protocol for LGAC Member Communications and Use of LGAC Letterhead

LGAC letterhead shall only be used for official business and as authorized for official communications of LGAC according to the following guidelines.

Individual Members

When an opportunity to communicate about LGAC issues arises, individual members are encouraged to reference their position as an appointed member but should not speak on behalf of LGAC unless specifically designated to do so by the full committee.

- *Individual member's letterhead should be used unless the member is communicating talking points approved by the entire committee or has been designated to communicate on behalf of the full committee in which case LGAC letterhead may be used.*

Collections of Members

State delegates as a group are encouraged to speak in unison and may reference their collective affiliation as appointed members of LGAC but may not speak/communicate on behalf of LGAC unless the message/communication has been authorized by the full committee. Examples of when this might occur are when the entire committee approves a report to the Executive Council that includes jurisdiction specific items or if a jurisdiction specific letter, press release or other written communication has been approved by the full committee. When communicating as a state delegation, all members of the delegation should be consulted before communicating with the Executive Council or Principals Staff Committee members, and it should be clear whether all members of the jurisdiction are participating in the communication.

- *LGAC letterhead may only be used when communicating with the Governor or jurisdiction's representative to the Principals Staff Committee and when the message has been endorsed/approved by the entire state delegation.*
- *If more than one, but not all of the delegation wishes to communicate in writing, they should either select one member to write the letter, using his/her own letterhead, and referencing the other members who are participating in the communication. They may wish to create a letterhead combining their individual letterheads.*

Full Committee/Executive Committee/Chair

The full committee will authorize all written communications of a substantive nature, e.g. comments on proposed policy, regulations, official talking points, etc. All such communications will be reviewed/discussed at quarterly meetings of the full committee. If a situation arises which is time sensitive, the Executive Committee shall have the authority to approve communication on behalf of the full committee. The Chair is assumed to have the authority to speak on behalf of LGAC by virtue of his/her position as Chair. However, he/she should make every effort to gain consensus of the committee.

- *LGAC letterhead shall only be used for official LGAC communications.*