



Utah State Charter School Board

Communications Policy

This policy is to establish a uniform and approved approach to all communications to and from the State Charter School Board, and to give guidance to Board members and staff as to how to proceed when presented with communications requests.

Official Communications:

Official communication from the State Charter School Board can come only from the Board in writing through the Board Chair, and under the Board Chair's signature. Such communications will be authorized by official action of the Board either at a regularly scheduled board meeting or at such other meeting as called by the Chair. Such authorization of communications will be duly documented in the Board minutes. No other official communications may come from any other individual, staff member, or member of the Board.

Requests from the Media:

All requests from any media outlet will be directed to the Executive Director of the State Charter School Board for response.

Staff Communications:

Staff, in the ordinary course and scope of exercising their duties, either those that are a well-recognized part of their position or as specifically assigned by the Board, may communicate, either orally or in writing, with any individual or entity. It is understood that such communications, however, are not official and the Board will not be estopped by any representation or statement made. Only official communications are binding on the Board.

Personal Communications:

All Board members understand that individually they do not speak for or represent the Board as to any matter, whether that matter is before the Board or not. No Board member, including the Chair, has the ability to bind the Board by any representation made directly or indirectly to any person. All inquiries whether informational or seeking an official statement should not be handled by any individual board member. Inquiries, including requests for information, should be directed to the Executive Director of the State Charter School Board who will respond consistent with usual staff communications procedures. Those matters requiring official response will be presented to the Board at a regularly scheduled meeting of the Board or at such meeting as the Chair shall direct. All informational matters should be referred to staff who will treat those matters within the course and scope of their positions.