

HINooN Communications Policy

HINooN values the opinions, input and involvement of all Hayden Island residents and businesses. HINooN recognizes the importance of open discussion between member residents and businesses and is dedicated to fostering an environment where such discussion is respected, valued and accurately portrayed within the membership. To that end, HINooN adopts this Communications Policy to guide distribution of meeting notices, agendas, policy, correspondence, newsletters, media interaction, and other materials generated by the membership.

- No member, Board member or Exec Committee member (other than the Chair) shall make any public statements or statements to government representatives, or others outside of the membership of HINooN that might be construed to represent a position or policy of HINooN, its BOD or Executive Committee, without prior approval from the Exec Committee. Dissemination of information outside the HINooN membership, including statements whether written, verbal, email, or other, must be approved by the Exec Committee or the Chair.
- All policy, position or other correspondence is to be considered proprietary and the property of HINooN, not to be distributed publicly (outside of HINooN BOD) without prior approval of the Executive Committee or Chair. After release to the intended recipient by the Executive Committee or Chair of such information, the information may be shared within the membership and outside HINooN.
- Approved written position or policy communications going outside of HINooN's membership will be distributed on HINooN letterhead, and **may be** marked "Official HINooN Business. This includes the HINooN website content as appropriate.
- Draft documents, including agendas, meeting notices, correspondence, newsletters, surveys and all other written HINooN instruments, shall be clearly marked DRAFT or the fact that the item is in draft form clearly stated in a leading comment, and are not to be distributed outside the HINooN BOD membership without approval of the HINooN BOD or Executive Committee.
- Media inquiries regarding HINooN shall be referred to the Chair and Vice Chair. No individual member shall purport to represent HINooN without the written consent of the Chair or Vice Chair. The Chair and Vice Chair shall report any interaction with the media to the BOD. Any BOD member who is contacted by any media representative shall make no comment to the media representative and shall report such contact immediately to the Chair or Vice Chair.
- Email and mail addresses provided to HINooN by meeting attendees and email lists used by HINooN to communicate within the BOD and to members are to be used solely for the dissemination of HINooN materials under the direction of the Executive Committee. They are not to be used for any purpose other than distributing official HINooN business and publications.
- Individual Board members are responsible for gathering and sharing input from members of the homeowner association and neighborhoods they represent.
- Per Chair approval, other BOD members may be designated to send "official" notices, meeting dates, and messages. BOD members sitting on outside committees and representing HINooN by appointment IAW HINooN bylaws may be required to make decisions on behalf of HINooN. Those decisions, in every possible case, should be previously vetted at BOD level. However, in rare cases, the committee member may speak and vote for HINooN, based on information that, to the best of their knowledge, represents the opinions that have been or would be expressed by HINooN's BOD.
- The HINooN Newsletter is recognized as a valuable and needed communications instrument. Board members, Committee chairs and members are expected to actively participate in its development and ensure distribution within their homeowner associations.