

Section:	GO-2 Governance	Approval Date:	11/17/2023
Policy:	GO-2.10 Communications	Latest Revision:	Initial Release

GO-2.10 Communications

2.10.1 Purpose

The purpose of this Communications Policy (Policy) is to set forth communications expectations and protocols for ACWA Board Members, ACWA past presidents, as well as for all individuals who serve on ACWA Regional Boards of Directors, ACWA Task Forces, ACWA Committees, ACWA Subcommittees, ACWA Working Groups, or any other permanent, temporary, or ad hoc ACWA group (“ACWA Groups”). This Policy applies to all persons participating in any of ACWA Groups (all of whom are defined in this Policy, along with Board Members, as “ACWA-Related Individuals”). The term “ACWA-Related Individuals” does not include ACWA employees, who are governed by other conduct and personnel policies.

2.10.2 Code of Conduct

ACWA-Related Individuals shall refrain from directly or indirectly indicating, in any communications with any outside group or persons, that they are speaking on behalf of ACWA, unless expressly authorized to do so by the ACWA Board, Executive Director, Deputy Executive Director, advocate on point on the relevant policy issue, or the Director of Communications with respect to any communications to the media. Providing factual information regarding official ACWA positions or statements, including providing copies of or links to official ACWA publications or statements, is permitted in all cases as long as the speaker does not indicate they are speaking on behalf of ACWA or acting as its representative.

2.10.3 Email Protocols

ACWA-Related Individuals shall adhere to the following protocols for email communications:

- a. Emails from committee liaisons or committee leadership to committee members will generally be transmitted by use of “cc list” while committee guests (i.e., non-members) will receive the same email communications via “bcc list.”
- b. Recipients on emails from committee liaisons or committee leadership will be asked not to “reply-all” to email communications that are informational in nature. To make it clear to recipients they are receiving an informational message, the label “Informational-only” should be included in the subject line of the email as well as the following disclaimer in the body of the message: “Please do not “reply-all” to this informational email.” The leadership of each committee will have the discretion to appropriately address any issue with noncompliance.

- c. For all other email communications from committee liaisons or committee leadership that are not labeled “informational” or treated as sensitive in nature (see below), committee members may respond using “reply-all.”
- d. “Bcc list” may be used to transmit certain email messages to committee members, including on subcommittees and working groups, when the leadership and liaison of a committee determine the content of an email communication is sensitive in nature (e.g., concerning a politically sensitive legislative or regulatory issue or ACWA’s strategy for advocacy), and it is prudent to guard against the potential creation of an unwanted public record should someone respond using “reply-all.”
- e. The members of committees, and their subcommittees and workgroups, are highly encouraged to meet in person, online or by phone to collaboratively discuss and decide positions on legislative and regulatory matters and those decisions should not be re-opened later by committee members or others through use of email. After a position is decided and advocated, if circumstances have changed (e.g., a new version of the proposal is in print or published or the politics have changed) and a member believes the position should be reconsidered, the member should contact the lead advocate on the issue and make and discuss that suggestion.

2.10.4 Enforcement of Policy

Violations of this Policy will be enforced as set forth in GO-2.1A Code of Conduct.

References:

California Corporations Code, Bylaws, Articles 3 and 4; Board agenda item VI.A.1. on 11/17/2023.

See Administrative Procedure: To be determined.

Revision History:

Revision Date	Description of Changes	Requested By
11/17/2023	Initial Release	Board & Code of Conduct Task Force