

**STATE CHARTER SCHOOLS COMMISSION OF GEORGIA
COMMUNICATIONS POLICY**

**Article I
Purpose**

The purpose of this communications policy is to promote equal access to the Commissioners of the State Charter Schools Commission of Georgia (the “SCSC”) in a manner that will ensure cohesiveness, transparency, and equity.

**Article II
Policy**

- 1. Role of the Executive Director.** To promote consistency and objectivity, the Executive Director or his or her designee shall initially respond to communications, including emails, telephone calls, and in-person inquiries, on behalf of the SCSC. The Executive Director, in consultation with the SCSC Chair, shall keep SCSC Commissioners informed of all pertinent matters in a timely manner.
- 2. Role of Commissioners.** To ensure that SCSC Commissioners are able to fairly consider all issues, SCSC Commissioners shall direct stakeholders seeking to provide information or communications to the Executive Director so that the Executive Director may transparently disseminate pertinent information to all members of the SCSC and the general public. Commissioners may discuss issues with stakeholders in performance of their official functions, such as school visits and other functions assigned by the commission as a whole.
- 2A. Role of SCSC Chair.** The SCSC Chair may communicate at times with the press and other parties on behalf of the commission. This should be done in consultation with the Executive Director and Commissioners. Other Commissioners should refer press inquiries to the Chair or Executive Director.
- 3. One-Party Communication.** A SCSC Commissioner should avoid communicating with only one party on an issue outside the presence of the other party and fellow members of the SCSC. Where possible, communications should include SCSC staff, all parties and all sides.
- 4. Public Comment.** The SCSC shall ensure that the public is afforded the opportunity to address the SCSC. As determined by the SCSC Chair, this may be effectuated through allowing public comment at SCSC meetings or through the Executive Director’s report of written public comments received.
- 5. Violations of Communications Policy.** If the SCSC or committee thereof has reasonable cause to believe a member has failed to abide by this policy, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged violation. After hearing the member’s response and making further investigation as warranted by the circumstances, if the SCSC or committee thereof determines that the member violated this policy, it shall take appropriate disciplinary and corrective action, which may include censure.