

## CITIZEN AND MEDIA CONTACTS POLICY

- 320.1** In responding to questions, from the media or citizens, Board members should:
- a. Remind the listener that they are not speaking for the entire Board or any other Board member.
  - b. Clarify their position on a particular item.
  - c. Make no public comment on discussions occurring in closed session regarding matters set forth in Section 2.2-3711(a) of the Code of Virginia, 1950, as amended. Pursuant to Section 2.2-3712(d) of the Code of Virginia, any member of the Board who believes that there was a departure from the requirements of law (that only public business matters lawfully exempted from open meeting requirements and identified in the convening motion were discussed), shall so state prior to the roll call vote certifying the closed session, and indicate the substance of the departure that, in the member's judgment, has taken place.
- 320.2** Each Board member must remember that personnel matters are to remain confidential and that it is the obligation of the Board and its membership to protect the privacy of the individual.
- 320.3** The Board will focus on issues and avoid making public comments about individuals, staff members, fellow Board members, community residents or media representatives.
- 320.4** The Board Chair should be the main media contact for County matters. When a Board member is interviewed, the Board member should contact the Chair, Vice Chair or the County Administrator to tell them of the nature of the interview. In turn, they will tell the other Board members of the circumstances of the interview. This procedure does not preclude any member from responding to individual questions from the media.