

Columbia Heights Civic Association (“CHCA”)

Communications Policy: Internal & External

August 2019

Internal

1. Written correspondence sent on behalf of CHCA:
 - a. Once an issue or topic has been identified, an email should be sent to all Board Members for review and a volunteer should be identified to draft the correspondence for signature by the President.
 - i. Sample subject line: “CHCA Please Review & Comment: *(brief description of topic)*”.
 - b. Email the draft copy to all Board Members for review and comment within 5 business days of receipt unless noted as “Urgent” in the subject line.
 - i. Emails marked as “Urgent” expect review/comment within 24-48 hours, as practical.
 - c. Pending the President’s signature, the Board will conduct a vote wherein a majority (4 of 7) of the Board must reply in consent of the final version prior to its issuance.¹ A vote via email is permitted and any email sent requesting a vote should indicate the same in the subject line.
 - i. Sample subject line: “CHCA Vote Required: *(brief description of topic)*”.

¹ CHCA Bylaws Article VI § 8: “The President may present views of the Association at public forum or in written communications to elected or appointed officials, provided that prior authorization for such action has been given by a majority vote of members present at a General Membership or Special Meeting or by the Board of Directors of the Association.”

CHCA Bylaws Article VII § 3: “Four voting members shall constitute a quorum of the Executive Board.”.... “In cases of urgency where deferral of vote on an issue until a scheduled meeting will result in a missed opportunity, members of the Board of Directors may make motions and vote on said motions by telephone or electronic mail, provided that all members of the Board of Directors have received the motion in writing in advance of the vote, and the motion and vote are recorded in the minutes of the next meeting.”

External

1. *Administrative Listserv*

- a. Purpose: CHCA monthly meeting announcements/invitations, community event notices or informative notices, formal County event notices or informative notices as received by the CHCA.
- b. Admins: Ron Haddox and Ed Miltenberger
- c. Policy: The Admins should review requests from outside parties before posting on the listserv and determine whether the posts are appropriate per the above Purpose section.

2. *Private Facebook Group (1 Year Pilot Program to commence August 2019)*

- a. Purpose: to reach the Columbia Heights (“CH”) community and allow easier online access to up to date neighborhood information, including CHCA monthly meeting announcements/invitations, community event notices or informative notices, formal County event notices or informative notices as received by the CHCA.
- b. Admins: Marian Gooderham & Eric Goldstein (volunteer)
- c. Policy: The Facebook Group (“the Group”) will be set as private/closed and require acceptance to the Group by the designated Admins. To qualify for admission to the Group, the requestor must be a real property owner, resident, or business owner within CH and provide an address within the neighborhood boundary. The Group will only be utilized for posting notices as described in the above Purpose section and below Guidelines section. The Admins will have the authority to remove any comments and content that violate this Policy. Any violation of the Group’s Policy regarding content could result in the offending Group member’s expulsion from the Group. The Admins may, at their discretion, allow one warning to any Group member who violates the Policy regarding content, any further violation/s will be cause for expulsion from the Group.
- d. Guidelines: Columbia Heights Neighborhood Civic Association welcomes our neighbors and business owners to join this page to stay up to date on neighborhood events, local Arlington events, and Civic Association events and notices. When joining, please confirm that you live or own property or a business in the Columbia Heights neighborhood by

providing your address. Not yet a member of the Columbia Heights Neighborhood Civic Association? We invite you to join our Civic Association:

<http://columbiaheightsva.org/become-a-member/>

- 1) In consideration of all our neighbors, this page is politics-free, with the exception of notices related to upcoming Arlington political events like debates or town halls (no local, state or national political posts allowed, with the exception of identifying a neighborhood polling place during an election period).
- 2) For Sale/Free items posts, garage sale notices and curb alerts should be limited to the CH neighborhood.
- 3) CH business owners are permitted to do promotional posts once weekly. No other outside business posts are permitted.
- 4) Event announcements are not limited to CH but should be limited to Arlington County and its neighborhoods.
- 5) All posts and comments should be respectful and civil; personal attacks or inappropriate language will not be tolerated. Members will be warned if their comments or posts violate the guidelines of this Group and said comments and/or posts will be deleted. Offenders may be removed from the Group at the Admins' discretion.
- 6) These rules are subject to change at the Admins' discretion.

3. Nextdoor (1 Year Pilot Program to commence August 2019)

a. Purpose: to reach the CH community and allow easier online access to up to date neighborhood information, including CHCA monthly meeting announcements/invitations, and community event notices or informative notices.

b. Admins: Marian Gooderham & Meredith Gade

c. Policy: Any posts by the Admins made at the request of or on behalf of the CHCA must be identified as such and this forum will only be utilized for posting notices as described in the above Purpose section. The Admins will identify which of their posts are being made in their respective capacities as a member of the CHCA Board.

4. *Admin qualifications:*

- 1) must be a member of the Columbia Heights Civic Association in good status;
- 2) must be designated as an Admin by the Board. The Admins identified herein will maintain their Admin status for as long as they are willing and able to do so as members of the Civic Association;
- 3) should an Admin leave the Civic Association or choose to give up their Admin status, their Admin access will be relinquished to another member of the Civic Association as designated by the Board.