

PUBLIC RELATIONS AND PRESS RELATIONS POLICY

To be sure that information reaching the public, press and other agencies accurately, reflects the programs, policies, plans and procedures of the Salem Housing Authority, the following shall be considered standard operating procedure with regard to public relations and press relations for employees and members (commissioners) of the Salem Housing Authority:

1. The official spokesperson for the Authority shall be the Executive Director in all such matters.
 - (a) In his/her absence, the spokesperson shall be the Chairman of the Authority.
 - (b) When neither of the above are available, the Vice-Chairman shall act as the spokesperson.
 - (c) If none of the above are available, employees of the Salem Housing Authority and commissioners should indicate to the person(s) making the inquiry that any statements or information must come from the Authority's spokesperson.
 - (d) Under special circumstances the Authority or Executive Director may designate other employees or authority members to act as spokesperson.
2. All employees and members of the Authority shall refer any press or public inquiries concerning the Salem Housing Authority activities to the official spokesperson.
3. Statements and information to the public shall reflect the policies and programs adopted by the Salem Housing Authority.
4. Violations of the public relations and press relations policy of the Authority by employees may result in disciplinary action, which can include reprimand, suspension, or dismissal.

Adopted by the Board of Directors 5-26-87

REGULAR MEETING
MAY 26, 1987

Page 4.

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Stephen Zisson presented a Public Relations and Press Relations Policy to the members of the board. (A copy of this policy is attached to these minutes marked "Exhibit A"). He reviewed the details of the policy and said that he felt that it was important for the employees to understand this policy. He said that he felt that this policy is clear as to who is authorized to speak on behalf of the housing authority.

Motion made by Dominic Marraffa to adopt the Public Relations and Press Relations Policy effective immediately, seconded by Kathleen Bancroft and the vote was as follows:

AYES: 4

NAYES: 0

The Chairman declared the motion voted and so ordered.