

DRAFT

DRAC Letterhead Policy

Purpose

To clarify the use of the DRAC letterhead by committee members. In general, members should not communicate in a way that misleads people as to who is the source of the communication and under what authority are they operating.

Approved Uses

- Communicate in a way that makes it clear who the communication is from (e.g. “From: X and Y / CC: DRAC Members,” “X and Y...”)
- Communicate updates or on items related to administrative changes

Examples

- Committee reports
- Recommending customer service, permitting, process, and compliance improvements to staff or commissioner-in-charge

Not Approved Uses

- Any documents that make it seem as though DRAC has taken a position even though it has not been approved by DRAC (i.e. not clearly stating who the document is from and writing in a manner that confuses the reader)
- No member, or group of members, without approval from DRAC, shall advocate for policies changes to legislative bodies (e.g. City Council) or bodies for which legislative procedures apply (e.g. Planning and Sustainability Commission, Design Commission, Historic Landmarks Commission)

Examples

- “From: DRAC” even though DRAC has not voted to support the communication
- Not including the names of who the communication is from on the document
- “DRAC supports Z”
- Recommending substantive policy changes, not approved by DRAC, to legislative bodies (e.g. “X & Y believe that PSC/City Council should do Z)