



LEXINGTON

*Mayor's International Affairs
Advisory Commission*

*DR. NKONGOLO KALALA
DIANA L. QUEEN
Co-Chairs*

EXECUTIVE (EX) COMMITTEE

Executive (EX) Committee

2021 Proposed Changes

Communication Protocols

Communication is an integral part of the Mayor's International Advisory Commission (MIAAC) and it is critical to its' mission that excellent communication be a primary tenet of the services provided on behalf of the international community.

Members of MIAAC, Executive Committee, and committee chairs will follow communication guidelines as they conduct business on behalf of MIAAC. They will establish reasonable and effective ways, (both formal and informal) to communicate plans, projects, initiatives, and practical information from and to the international community, Global Lex, and the commission.

1. The Committee will:

- A. Communicate to the international community through its quarterly meeting minutes, the contents of the meeting, and post them on the Lexington, Fayette, Urban County Boards and Commissions website, within 90 days of the last meeting. When possible, the meeting minutes will be posted in other languages that are available to the government. If it is a virtual meeting and held on Zoom, Google Meets, or other similar virtual recording sites. The recorded Zoom meeting will be posted with the minutes for viewing by the public.
- B. An Information highway will be established with the international community, Mayor's office, City Council, media, public, individuals, outside partnership agencies that allows increased transparency of the commission, mission, and strategic plans and initiatives. Also, emergency information or actionable items that affects or potentially impacts the international community will be quickly coordinated with the proper internal and outside agencies, organizations/agencies, and be given the highest priority by the commission executive leadership committee and commission co-chairs. The information will be shared to the public at the earliest opportunity to avoid any negative impact to the community.
- C. Closed loop and highly sensitive information will only be shared with the MIAAC co-chairs and executive committee. Once diligently vetted, the executive leadership and co-chairs of the commission will determine its destination(s).



- D. The Executive Leadership, committee chairs and co-chairs, will identify and/or give proper title or name to the initiatives & projects. The leadership will collect when appropriate, individual, agency, and group contacts, telephone, addresses, and emails for current and future outreach with the international community. Each subcommittee will work collectively to create an establish a MIAAC international database for the Lexington community. The database will be mutually housed at Global Lex and MIAAC.
- E. MIAAC will establish a broader audience of communication that includes newspaper(s), television, radio stations, Facebook live, or virtual media events, Twitter, and other acceptable and reputable social media outlets. The Executive Leadership Committee and Co-chairs will determine when we will communicate to the public and develop a specific message or press release.
- F. Public announcements regarding events, initiatives, collections, communications must have reliable and trusted hosts. All media engagement, verbal and/or written communication will not occur without the expressed permission of the co-chairs and executive committee and will be in alignment with the MIAAC commission By-Laws. No information is information, so do report inactive periods of activity. Important media communications will be preserved for posterity with MIAAC and Global Lex.
- G. Each committee will determine what level and type of issue, initiative, event, project, will require communication follow up and tracking and assign a member to complete the communication tracking to its logical end.
- H. Committees will establish consistent internal communications with MIAAC and Global Lex. Professional courtesy is expected and freely sharing of timely information should be frequent and consistent among commissioners, and other committees.