

GUIDELINES FOR INTERACTION WITH MEDIA  
Established February, 2016

**Guidelines for Media**

Media are asked to adhere to the following guidelines when covering The Episcopal Church Executive Council when in session.

- Media are invited to attend Executive Council meetings, as are visitors and others. Media must abide by the same norms as visitors and others in attendance concerning seating, private sessions, not participating in the proceedings, etc.
- Media, like visitors, must present themselves to the committee chair when attending a committee meeting.
- During executive sessions, Executive Council and committees will post in an obvious location that an executive session is underway. Media and visitors are not permitted to attend executive sessions. The post will be removed when the executive session is completed.
- When speaking with the media, Executive Council members are offering personal opinions and are not representing The Episcopal Church or the Executive Council.
- The Executive Council members have the option of sending the media request to the public affairs officer for facilitation.
- Audio and/or videotaping of procedures is permitted providing: it is not disruptive; does not interfere with business matters; and all members of the Executive Council and/or committee have been informed of the taping by the Chair.
- Audio and/or videotaping equipment must be in full view and apparent to all members of the Executive Council or Committee.
- Audio and/or videotaping by media, members or visitors is not be permitted during executive sessions.
- Documents posted on the extranet are intended for use by the Executive Council members for review, discussion, modification, possible action, etc. As such, the documents, until finalized and appropriately acted upon by the Executive Council, are not available to visitors, staff, media, or anyone without approved access to the extranet.
- Media are required to apply for credentials through the Public Affairs Office.
- Media not adhering to the guidelines will be asked to leave the meeting, following consultation with the leadership of the Executive Council.

For information or questions contact the public affairs officer.

