**MEMORANDUM**

To: Social Equity Council

From: The Governance Committee of the Social Equity Council

Date: 04/05/2022

Re: Proposed Resolutions on the Correspondence of the Social Equity Council

**PROPOSED RESOLUTIONS ON THE CORRESPONDENCE OF THE SOCIAL EQUITY COUNCIL**

In order to ensure better communication between members of the Council and to protect the sensitive or confidential information of the Council, it is proposed that the Council adopts the following resolutions.

1. Communication between the Council members and the Staff should be limited to all to those individuals who are employees and duly appointed members of the Council.
2. All members of the Council may designate an aide or assistant that will be known to the Council staff and may receive meeting agenda, minutes, or other public information on his or her behalf.
3. All aides or assistants appointed by the members of the Council will be excluded from all correspondence containing sensitive, personal, or confidential information.
4. Newly appointed members of the Council shall submit a copy of their nomination or designation letter to the Chair of the Council. Departing members of the Council shall submit a written letter of resignation to the Chair of the Council.
5. The members and employees of the Council will not disclose the sensitive, personal, and confidential information that they receive while serving in their official capacity as members or employees of the Council.

The Council’s staff will take all the necessary actions to make sure these resolutions are properly enforced.