



2018-2019

Communications Guidelines

Purpose: To ensure uniformity in messaging in a manner consistent with TNT's goals among its eight sectors.

Guidelines: Authority to communicate with the general public or with specific individuals or organizations on behalf of TNT rests solely with the TNT Board of Directors. The type of communication covered by these guidelines includes – but is not limited to – letters of support; solicitations; or endorsements of candidates, legislation, proposals, or positions carrying TNT's letterhead or purporting to speak for the organization or one of its sectors. Permission for usage of the TNT logo or letterhead on behalf of the organization must be approved with the express written consent of the Operations Manager or the Chairman of the Board of Directors prior to dissemination of material carrying the TNT logo.

Examples of Permitted Communication:

Letter written to notify public of scheduled meeting.

Examples of Communication Requiring Review:

Letter written to Syracuse Planning Commission in support of a particular project.