

## **BHCA Communications Policy**

The Bolton Hill Community Association (BHCA) has a number of communications channels to disseminate information to the Bolton Hill community. Content related to each communications channel must be administered by at least two members of the Bolton Hill community who are current BHCA members, live in the neighborhood, and have served or currently serve on the BHCA board of directors. The BHCA president, in consultation with the BHCA executive committee and current administrators, shall appoint new administrators as long as they meet the requirements stated above. Administrators shall work together to coordinate the communication of information from BHCA to the Bolton Hill community. Administrators shall also report to the BHCA board of directors upon request.

This communications policy applies to the following communications channels:

**Bolton Hill Email Network (BHEN).** BHEN is an email distribution list for disseminating timely information from BHCA to the Bolton Hill community. The administrators determine the content of BHEN messages, which may include BHCA meeting agendas, neighborhood events, and new issues of the Bolton Hill Bulletin; official information from Baltimore City agencies or the Baltimore Police Department; or announcements from individuals or organizations related to the Bolton Hill community. Anyone can request to be added or removed from BHEN, and anyone who becomes a BHCA member has his or her email address automatically added to the list.

**BHCA website.** The BHCA website at [www.boltonhillmd.org](http://www.boltonhillmd.org) is a repository of information about living in Bolton Hill for visitors and prospective residents and resources for current residents. The administrators add or edit content to the website. Website content is available to anyone and shall also be a means for collecting BHCA dues and donations.

**BHCA calendar.** The BHCA calendar on the BHCA website at [www.boltonhillmd.org/events](http://www.boltonhillmd.org/events) contains events located in the vicinity of Bolton Hill or features a Bolton Hill resident and must be open to the public. Anyone may submit events through the BHCA website, and the website administrators make the final decisions about posting them.

**Bolton Hill Bulletin.** The Bolton Hill Bulletin on the BHCA website at [www.boltonhillmd.org/the-bolton-hill-bulletin](http://www.boltonhillmd.org/the-bolton-hill-bulletin) is an online newsletter covering news and additional content related to the Bolton Hill community. It is published monthly with the exception of July and August. Its editor-in-chief makes the final editorial decisions.

**BHCA Facebook Group Page.** The BHCA Facebook Group Page is a social media communication tool for BHCA leadership and members, Bolton Hill residents, and others with a direct connection to the Bolton Hill neighborhood. Its administrators and the BHCA executive committee shall agree on user rules and procedures for operating the page to ensure that posted content is consistent with user rules published on the site and with BHCA stated policies. The BHCA executive committee reserves the right to make a final decision on

procedures and posted content in the event of a dispute between the page administrators and the executive committee. In addition to attesting to a connection to the Bolton Hill community, users of the page shall be subject to these user rules:

1. Please share good news!
2. No posts regarding selling or renting anything.
3. No direct promotion of businesses by a business unless as part of a community event.
4. Post local events with a neighborhood connection.
5. No political ads, memes, or party/candidate info
6. No disrespectful, harassing, or threatening language.
7. Page is mostly for those who live or work in Bolton Hill.
8. Job postings are fine. BHCA does not endorse any job posts.
9. Posts regarding past events and deadlines may be deleted.
10. Video pertaining to crime or suspicious activity is prohibited.
11. Photos of crime or suspicious activity may only be posted for public safety reasons, as determined by the page administrators using policies provided by the BHCA safety and security committee.

**BHCA Instagram.** The BHCA Instagram account provides an opportunity to engage and increase BHCA membership while illustrating Bolton Hill's appeal to visitors and prospective residents. The administrators are responsible for posting photos and any accompanying captions pertaining to living in and around Bolton Hill. They determine the frequency of posts and ensure users' photos and comments accentuate positive aspects of the Bolton Hill community.

**Other social media.** Any social media source that claims to be affiliated with BHCA is subject to this communications policy. Where the content of a social media source claiming to be affiliated with BHCA can be directly under the control of an administrator and at least two administrators meet the requirements stated above, the social media source shall adhere to operating procedures agreed upon between the administrators and the BHCA Executive Committee. If a social media source does not have at least two administrators, then it shall no longer operate under the auspices of BHCA, and the BHCA president shall request that any references to BHCA be removed. Social media sources may change over time and contain content posted by users and regulated by administrators. The BHCA executive committee reserves the right to make a final decision on procedures and posted content in the event of a dispute between the administrators and the executive committee.

*Adopted December 7, 2021. May be changed or rescinded by a majority vote of the Board.*