



## **City of Albuquerque Domestic Violence and Sexual Assault Commission**

### **Media Inquiry Commission Process**

- I. Media Inquiries Handling:
  - a. All media inquiries will be directed through the City of Albuquerque Mayor's Office Media Specialist, Ava Montoya.
  - b. Ava will promptly inform the Chair, Co-Chair, and City Liaison via email.
- II. Discussion and Decision-Making:
  - a. The Chair, Co-Chair, and City Liaison will convene to discuss the nature of the media inquiry.
  - b. The decision will be made on whether the Chair, Co-Chair, or a designated commission member is the most suitable spokesperson.
- III. Representation during Interviews:
  - a. When representing the commission in interviews, the chosen individual will act as a spokesperson for the entire commission, separate from their respective organizational affiliations.
- IV. Speaking Truthfully and Honestly:
  - a. The interviewee is entrusted to convey information truthfully and honestly, aligning with the commission's work and goals related to the ordinance.
- V. Statement Approval for Commission-Specific Content Given the bullet point above:
  - a. The Chair, Co-Chair, and City Liaison will work together or with the interviewee on talking points.
  - b. To avoid Delays For statements or in-person interviews directly related to commission matters, interviewees are not required to submit statements to commission voting members for approval.
- VI. Exemption for Organizational Representation:
  - a. If an interviewee is speaking on behalf of their respective organizations, the statement approval process does not apply.