

Bridport Cohousing

Communications Policy

Last Updated November 2021

The principles which inform this policy:

1. We want to promote clear and open communication between all members.
2. We want all members to be able to participate as fully as possible in meetings, discussions, and events, and to be able to express their views safely and effectively within the group.
3. We want all members to have equal access to relevant information by employing effective methods to share that information.
4. We are guided by the principles of non-violent communication in every aspect of our work and as a community.

The aims of this policy:

1. To outline best practices across the different forms of communication used in Bridport Cohousing.
2. To signpost more detailed processes where necessary.

Therefore, our current agreement is that:

1. Members take responsibility to keep themselves informed about meetings, events, decisions, etc.
2. Members have access to communications relevant to them stored on our Google Drive.
3. Email forms a significant part of how we communicate the work we do, therefore:
 - we will do our best to try to keep emails to a minimum
 - we will not 'shout' using capital letters to communicate frustration or anger with other members
 - we will send emails only to the people or individuals for whom the content is relevant or useful, and be considerate of the use of 'Reply All'
 - all other informal communication that is not directly BC work-related should be sent privately and not shared with circles or the whole membership.
4. We will not misuse the BC contact list by emailing or adding members to WhatsApp groups without their consent or for non-BC related communications.
5. Members are encouraged to engage with BC's online presence (Facebook, Twitter, Instagram, LinkedIn, etc.); we should always get permission from BC members before sharing photos of them on social media channels.
6. For ease of access, we will use standard formats and templates for meeting agendas and minutes.
7. We will make use of the Virtual Noticeboard for community glue, and for sharing information from within and without BC that might interest BC members.
8. Communication within meetings is guided by the principles of Sociocracy, which actively invites members to express their views (e.g., by the use of 'rounds' so everyone has an opportunity and obligation to speak or pass).
9. If there are situations where members need to resolve conflict, they should consult the Care and Counsel Circle.