



GLASS Mission Statement

The Gay, Lesbian, and Allies Senate Staff (GLASS) Caucus is a non-profit, non-partisan organization open to all whose purpose is to raise awareness of issues affecting the LGBT community, increase visibility and promote the welfare and dignity of LGBT employees of the United States Senate by providing a safe environment for social interaction and professional development.

Overview

GLASS has developed this press policy as a framework for its members, the Steering Committee, and members of the media to support the timely and accurate dissemination of information related to GLASS activities. It covers all news publications including print, electronic, online, and/or broadcast media.

For Media: Basic Tenants:

- As a general rule, media professionals should recognize that GLASS members do not speak for the Senator or office for which they work, nor do they have authorization to speak on behalf of their Senator or office unless specifically stated.
- In the event that a GLASS member is also a working communications professional on a Senator's personal, committee or leadership staff, members of the media should recognize that the GLASS member is still not speaking on behalf of his or her Senator in an official capacity, but rather for GLASS as organization, in accordance with the guidelines in this press policy.
- Any statements and opinions made by GLASS members, on or off the record, should be attributed to the person individually and not the Senator or office for which they work.
- GLASS acknowledges that information regarding Senate employment is often times public record. We ask that members of the media respect requests not to name in any print the Senator and/or office for which a GLASS member works if specifically asked not to. This will help minimize any confusion the public may have that the GLASS member is not speaking for the Senator or office for which they work.
- Members of the media are asked to respect the confidentiality of GLASS members in their individual capacities. This includes inquiring about or identifying the sexual orientation of GLASS members if asked not to.

Media Requests

All media inquiries should be directed to the GLASS Communications Director, Jake McCook, (202)-681-4595, jake@glasscaucus.org.



Authorized Spokesperson(s)

The GLASS Communications Director and the two Co-Chairs are the only officers authorized to speak on behalf of the organization. From time to time, other GLASS members may be asked to speak to the media due to their knowledge, experience, expertise, or involvement on a particular issue or event. This will be done on a case-by-case basis; members of the media, the Co-Chairs and/or Communications Director should work together in advance so that it is clear who is authorized to speak on behalf of GLASS in such cases.

For GLASS Members: Handling Media Inquiries:

- If a GLASS member receives a media inquiry, he/she should direct it to the Co-Chairs and/or Communications Director.
- If an inquiry is made to a GLASS member requesting specific information or comment from the GLASS member's Senator and/or office, GLASS members should immediately refer the inquiry to their respective communications offices.
- Members of the media should not ask GLASS members other than authorized spokespersons to speak on behalf of GLASS as an organization, and GLASS members should not contact members of the media directly in their capacity as GLASS members without the expressed consent of the Co-Chairs and/or Communications Director.
- If a reporter is on deadline, GLASS members should handle the inquiry quickly and in accordance with this press policy while using the same courtesy and professionalism that is expected of them as Senate employees.

Events

GLASS recognizes and respects the media's right to cover events, obtain quotes, and/or gather information at GLASS activities. For events taking place in Senate or other Capitol Hill buildings which GLASS sponsors, we reserve the right to close or restrict press access to events, meetings or other functions. Events inside the Senate Office Buildings are under the jurisdiction of the Committee on Rules and Administration of the Senate. Events in the House Office Buildings are under jurisdiction of the Committee on House Administration of the House of Representatives. Both Committees have dual jurisdiction over events held inside the Congressional Visitors Center. As an organization, GLASS cannot prevent the filming, photographing or audio/video recording of events held in venues outside the Capitol Hill complex. GLASS expects media professionals to abide by each individual venue's policies on press access for each location.



For GLASS Members: Guidelines for Photography, Video and Social Media

- GLASS members who choose to speak to the media on the record should make clear that any opinions expressed are of their own individually, not necessarily those of GLASS as an organization, and/or their Senator or office, unless they have the authorization to give those statements as described in this press policy.
- GLASS will not identify, caption or “tag” photos and/or videos of its members without their expressed permission; however, GLASS cannot prevent individuals from identifying, captioning or “tagging” others in publications online.
- GLASS members and those attending GLASS events should evaluate their Facebook and social media privacy settings to disable “tagging” if they do not want to be identified by others, as allowed through those settings.
- The GLASS Steering Committee will make an effort to regularly post notices that photos and videos may be taken at events. GLASS will also request permission to use an individual’s name or likeness before publishing pictures, videos or quotes online and/or in print. Members of the media are asked to do the same for individual GLASS members when covering public events.

For Media: Guidelines for Photography, Video and Social Media

- GLASS expects members of the media to adhere to their respective news organization’s policies and professional association standards regarding the photographing, captioning, and/or recording of individuals and groups.
- Members of the media are asked to work directly with the GLASS Communications Director on questions about the GLASS website, Facebook pages, email list and/or any other social media channels.

About The Press Policy

This policy was approved by the GLASS Steering Committee in May 2012. All GLASS Steering Committee members must agree that they have read and will adhere to this policy or face removal from the Steering Committee. For questions, please contact info@glasscaucus.org or visit <http://glasscaucus.org>