

**DUBLIN UNIVERSITY CENTRAL SOCIETIES COMMITTEE
COMMUNICATION PROTOCOL**

Preamble

Given the number of requests for Official CSC Statements and statements from Officers of the CSC; and in accordance with the CSC Constitution, subsection 7.4, item (iii): The responsibility and duties of the Secretary shall be [...] the oversight of general correspondence of the Committee; the following protocol shall pertain to all requests for information, clarifications, statements and all such similar items received from publications, within and without College, and/or their representatives.

Protocol

All requests for information, clarifications, statements and all such similar items addressed to members of the Executive or to Officers other than the Secretary whether verbally, in writing or by email should be directed without comment to the Secretary of the CSC, as is constitutionally required.

All requests for information, clarifications, statements and all such similar items addressed to the Secretary shall only be dealt with if sent to the said officer in writing or by email.

To ensure that all requests for information, clarifications, statements and all such similar items, be facilitated properly and, further, to ensure the provision of appropriate and factually correct information within a suitable timeframe, such requests for information will be answered within the period constituted by the three full CSC office days which follow the date of the receipt of the email request to the CSC Secretary.