

COMMUNICATIONS COMMITTEE PUBLICATION POLICY

OVA Board Approved 2017-10-31

Overview:

The Oakmont News is published for the informational benefit of the Oakmont residents. Its purpose is to report on current or planned activities in and around Oakmont. Further it shall disseminate information on upcoming planned social, recreational, arts and craft by our approved clubs and organizations. Finally, the Oakmont News provides residents with a platform to express their views and it will publish Board and Association Communiques.

General News:

The Oakmont News website, eBlast and the front page of the newspaper plus one or more inside pages are devoted to general news and photos of interest to the Oakmont community. News content is to be provided by the Communications Committee and associated writers, with editorial decisions granted to the Committee's Editorial Team. As OVA's corporate newsletter, stories are to adhere to the principle of serving the best interest of the Association.

All Board and Administration communiques and articles related to Legal, Contractual, and Personnel matters are to be approved solely by the Board of Directors prior to publication.

Election of Directors:

All candidates for election to the Oakmont Village Association Board of Directors shall be provided equal access to the Oakmont News editions published during the annual nominations and election cycle. This access is limited to publication of a personal photo and a candidate's statement not to exceed 300 words.

Candidates statements shall not be edited by the Communications Committee or OVA staff.

Letters:

The Oakmont News shall provide an opportunity for residents and members to express opinion, criticism or praise but may not malign or inflame. Letters are to include topic/title and author's name and may be up to 200 words long. The submission should also include (but not be published) the author's address, e-mail address and phone number in the event they are to be contacted and/or notified of submittal status.

Review of letters by the Communication Committee Chair or designee may be done to edit for clarity and length and by the Committee to avoid maligning individuals or groups and/or to avoid the use of inflammatory language. In all instances, if a letter is deemed to be out of compliance, the author will be given the opportunity to revise the letter. Writers are limited to one letter per 90 days and priority is given to those letters not published elsewhere. (Note—Even if there are no letters published in a particular edition, the “boilerplate” that describes this letter service will be displayed within the regular boxed section reserved for resident letters.)

Association Related Information:

Space where the Association can disseminate information pertaining to plans, actions and rationale for actions shall be provided in the News. Features may include a Board President’s (or other Director's) column or an Association Manager’s column and may also include information on key actions being taken by Board committees.

One back inside page is reserved for Oakmont Village Association information to include OVA office hours, contact information, current board members with e-mail addresses and regular OVA committee meeting schedules.

Club, Organization and Class Announcements:

Each of the approved clubs, organizations and classes are allowed to promote their activities in the Oakmont News. Preferred focus is on upcoming events versus reporting on the results of events. An exception would be results of special events such as tournaments. Submission for publication by any group shall not contain political opinions.

Other Approved Newspaper Columns or Sections:

- Crime reporting in summary pertaining to Oakmont
- Brief death notices pertaining to Oakmont residents, but only with permission from families.
- Soliciting interest in a proposed club, class or organization with details on how to sign up. Up to three notices in the newspaper will be allowed to determine interest.
- Detailed class listings by Lifelong Learning at Oakmont, three times yearly.
- Golf News---The Oakmont Golf Club has a contractual agreement for space allocation in the newspaper in exchange for services rendered. Page position within the paper is not specified.

Newspaper Size/Material Limit/Responsibilities:

CJM Productions, a contractor, handles and is responsible for all newspaper advertising. Overall newspaper content and distribution remains under the auspices of the Oakmont

Village Association and all non-commercial ads, editorials and articles not emanating from the OVA shall be made available to the OVA Communications Committee for review before publishing.

The newspaper is normally 32 pages and any increases are in 4-page increments, requiring additional costs. Any additional page requirements beyond the normal should be identified as early in the publication cycle as possible to minimize layout rework.

The large number of clubs and organizations in Oakmont produce competition for the limited space in the paper. As noted above, articles should focus on upcoming events with briefer details on past events. Photos are popular and are encouraged, noting that such things as pictures and registration coupons do reduce available space for text.

The OVA and the Communications Committee have agreed on a maximum club story length of 500 words, although most stories should not approach that length. Groups exceeding that length will be notified in writing and asked to adhere to this limit. Those groups regularly and consistently exceeding the word limits will be notified by letter and the Communications Committee will work with that group to help them adjust future submissions.

While it is possible to notify those submitting overlong stories ahead of time if those stories are submitted early, the nature of publishing can make it necessary to the paper's designer to trim some stories to fit available space on deadline. In those cases, it is not possible to consult or notify the submitters.

After the edition has been submitted for printing, CJM Productions will report to the OVA Office what actions were taken to reduce content to fit. This will aid the OVA Office in responding to resident inquiries and the Editorial staff in future planning.