

PUBLICATION POLICY OF THE OAKMONT NEWS and Oakmontvillage.com

Overview

The Oakmont Village Association publishes the *Oakmont News* and associated online entities, such as www.oakmontvillage.com, under the supervision of the Board of Directors for the informational benefit of Oakmont residents. The purpose is to report on current and planned activities in and around Oakmont or of general interest to the Oakmont community; disseminate information on upcoming planned social, recreational and arts and craft events by our approved clubs and organizations, provide our residents a platform to express their views, and include board and Association communiqués. Because OVA operates no social media platforms, the publication policy applies to all forms of publication, including online and printed materials.

General News

The front page of the newspaper plus one or more inside pages are devoted to news and photos of interest to the Oakmont community. Content to be provided by the Communications Committee Editorial Team, committee members or other assigned writers, photographers and contributors. The *Oakmont News* and related vehicles do not contain privileged information, including legal, contract or personnel matters, unless directed by the board.

WWW.Oakmontvillage.com

The Communications Committee oversees the content and design of the organizational website as administered by OVA management and staff. The website privacy policy and related contact information are posted on the site. The site is intended to provide visitors and members with current and historical information about Oakmont.

Election of Directors

All candidates 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 statements that do not exceed 300 words. Candidate submissions shall not be edited by the Communications Committee, staff or publisher. The information is also posted on the organizational website.

Letters

Provides an avenue for residents and owners to express opinion, criticism or praise; but may not malign nor inflame. Letters are to include topic/title and author's name; can be up to 250 words maximum. Letters must be submitted on or before the first or 15th of the month to be published in the next edition. Also included (but not published) are the writers' address, email address and phone number so they can be contacted and notified of submittal status. **Review:** Letters may be edited for clarity and length by the Communications chair (or designee) and/or by the Committee to avoid maligning individuals or groups and inflammatory language. If a letter is deemed to be out of compliance, the writer will be given an opportunity to revise. Writers are limited to one letter per 90 days and priority is given to letters not previously printed elsewhere. In all

cases, whether a letter is being published or not, the boilerplate that advertises/promotes this letter service must be displayed within the regular boxed section for resident letters. Writers will be notified of the status of submitted letters and if and when it is expected to be published by the Association office.

Association-Related Information

Printed and online content is allocated to allow the administration and volunteer board to disseminate information pertaining to its plans, actions and rationale for actions. Features may include a Board President column, Association Manager column and newsworthy information on key actions being taken by association committees.

One back inside page is reserved for Oakmont Village Association information announcements, to include OVA office hours and contact information, current board members with email addresses, regular OVA committee meeting schedules with pseudonym email address for each committee chair.

Club, Organization and Class Announcements

The Oakmont News provides space for Oakmont's approved clubs, organizations and classes to promote their activities for submission to OVA staff in accordance with specific guidelines. Deadlines for copy and photos are the first and 15th of the month. Exceptions must be approved by the chair/designee of the Communications Committee. Preferred focus is upcoming events versus reporting on results of events. Exception would be results of special events, such as tournaments. Submission is limited to 500 words and up to two pictures. The word length is subject to change by action of the Communications Committee. Notice of such change shall be communicated to club leaders and content contributors. **The large number of clubs and organizations produces competition for the limited space in the paper. Writers are asked to focus on upcoming events, with briefer details on past events. Photos are popular and are encouraged; noting that pictures and registration coupons reduce space available for text. Groups exceeding the word limit will be notified in writing and asked to adhere to the limit. The nature of publishing can make it necessary for the paper's designer to trim some stories to fit available space on deadline. In those cases, it's not possible to consult with writers.**

Other Approved Newspaper Columns

- Brief Death notices pertaining to Oakmont members.
- Soliciting interest in a proposed club / class / organization with association office sign-off. Up to three notices in the newspaper can be published to determine interest. Length to be set/changed by the Committee.
- Detailed class listings offered by Lifelong Learning at Oakmont three times per year.
- Golf News / Oakmont Golf Club has contractual agreement for space allocation within the newspaper in exchange for services rendered. Page(s) position within the newspaper is not specified.

Newspaper Size / Material Limit / Responsibilities

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

Village Association, and all non-commercial ads, editorials and articles are to be made available to OVA for review before publishing.

The newspaper is published on the first and 15th of each month and is normally 32 pages. Increases are in four page increments, requiring added costs. If additional pages beyond the normal edition size are necessary, the publisher should be notified as early as possible to minimize layout rework.

Adopted by Communications Committee for submission to Board 6/11/2018

Policy Ratified by Board June 19, 2018