

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 in news format 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, such as the OVA website and e-blasts distributed electronically to all members.

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. The *Oakmont News* does not publish unsolicited Op-ed pieces. Editorial copy may not include content of a political nature, including that submitted by recognized clubs and organizations in their allotted news space. The editorial (news) space is determined by the publishing contract and may vary in each issue.

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. In accordance with Civil Code 5105, OVA publications pertaining to the election of candidates will not redact or edit statements by candidates. The ON will also follow the rule allowing equal access for purposes that are “reasonably related the election... and advocating a point of view” on an issue as defined in the code. The OVA and/or the Communications Committee may include a statement that the candidate or member, and not the association, is responsible for that content, as allowed in the code.

Letters

Letters to the Editor, published in the *Oakmont News* provides an avenue for residents and owners to express opinion, criticism or praise; but may not malign nor inflame or include political opinion content. Letters are to include topic/title and author's name; can be a maximum of 250 words. Letters must be submitted on or before newspaper deadlines as published on oakmontvillage.com. 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 copy and/or edit length to be in compliance. 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. The decision to publish a letter rests with the paper's editors and/or the Communications Committee. Because members have several avenues to make their views known, there is no explicit right to have a letter published (Davis-Stirling).

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 Monday immediately following the publishing of the paper every 2nd and 4th Saturday. 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 to focus on upcoming events, with briefer details on past events. Content must follow Publication Policy in avoiding political, inflammatory or maligning content. Photos are allowed, typically up to two per submission; Pictures and registration

coupons reduce space available for text and space is allocated at the discretion of the OVA staff. 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.

Inside Oakmont is a weekly newsletter emailed to subscribing members every Tuesday. It lists events of the week, administrative announcements and other noted information and news. The Inside Oakmont newsletter is an excerpt of the information that is found on the Inside Oakmont page on the OVA website, found at oakmontvillage.com/inside, which lists all upcoming club events, announcements and notable information.

Clubs must submit events to Inside Oakmont in the following manner:

- Submit club articles to oakmontvillage.com/submit by 3 p.m. on the business day before the Wednesday publication day.
- Submissions must be about an event and written in news format to be considered for the Inside Oakmont newsletter.
- Event specifics (what, where, when) must be near the top of the article.
- Club articles will be accepted or rejected at the discretion of the Communications Director and may be edited without notification for clarity and/or length.

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 / Club Lessee has contractual agreement for space allocation within the newspaper in exchange for services rendered. Page(s) position within the newspaper is not specified.

Paid Political Advertisement

The *Oakmont News* does not accept paid political content on its pages or inserts.

Newspaper Size / Material Limit / Responsibilities

CJM Productions, a contractor, is responsible for procurement and placement of all newspaper advertising. The overall 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 twice monthly (dates are determined in agreement with the publisher). The size of the paper is determined by contract and in agreement with the

publisher. When additional pages beyond the normal ad-supported edition size are necessary, the publisher must be notified as early as possible to minimize layout rework.