

**MONTGOMERY VILLAGE FOUNDATION, INC.**  
**MONTGOMERY VILLAGE NEWS**  
**LETTERS TO THE EDITOR POLICY**

1. The *Montgomery Village News* Letters to the Editor section is a community forum for Montgomery Village residents and/or property owners. In addition, at the Editor's discretion, the *Montgomery Village News* may print letters of appropriate interest to residents from others, including representatives of local schools, governments and businesses. Campaign letters are prohibited, except for Montgomery Village Foundation and Village homes corporation elections.
2. The *Montgomery Village News* will make every effort to publish all letters received during the weeks prior to publication.
3. Typed letters and email must be received no later than 5 p.m. on the Monday prior to publication and distribution, while handwritten letters must be received no later than 12 noon on the Friday, one week prior to publication. When a holiday occurs on a deadline Monday, Letters to the Editor must be received no later than 12 noon on the subsequent Tuesday prior to the Friday publication and distribution.
4. Letters must bear the writer's name, address and telephone number for verification purposes. The sole use of pen names, initials or the complete omission of a signature will eliminate a letter from consideration from publication. A request from the author to withhold the name or mark the letter anonymous will eliminate the letter from consideration.
5. All letters are subject to condensation or deferral to the next issue by the editor for space considerations, if absolutely necessary. Editor is to so indicate any condensations.
6. All letters may not exceed 300 words. Longer letters will be eliminated from consideration. As time permits, the writers may be notified and given the opportunity to shorten the letter for future publication.
7. Form letters will be printed once, with earliest postmark used.
8. All email is subject to this policy. The email subject line must read "Letter to the Editor."
  - All email letters must include the writer's full name, address and telephone number for verification.
  - As with letters delivered to the MVF office in person or by the U.S. Postal Service, the *Montgomery Village News* will make every effort to publish all letters received prior to publication deadline.
9. MVF retains the right to respond to letters to the editor addressing specific issues involving it in the form of editor's notes or other methods at its discretion, and extends the same opportunities to homeowner or condominium association boards regarding letters specifically aimed at those boards.

10. The Director of Communications, in his/her sole discretion, reserves the right to withhold from publication of inflammatory, slanderous, libelous, or lewd material, or material which may be an invasion of privacy, material deemed in bad taste and inconsistent with *Montgomery Village News* editorial policy and limit the number of letters on a given subject when the number is so large it presents a problem.

December 6, 1983.

Approved as revised by MVF Board of Directors - June 25, 1992

Approved as revised by MVF Board of Directors - October 23, 1997

Approved as revised by MVF Board of Directors - September 23, 1999

Approved as revised by MVF Board of Directors – May 26, 2005

Approved as revised by MVF Board of Directors – December 8, 2010