

## **MONTGOMERY VILLAGE FOUNDATION, INC. GUIDELINES FOR THE *VILLAGE NEWS***

### Statement of Policy:

The *Village News* is an in-house communications publication of the Montgomery Village Foundation published for the primary purpose of providing information to the residents of Montgomery Village. It is not intended to be a competitive newspaper in the sense of general outside news reporting, nor editorial opinion in issues and controversies. In general terms, a greater priority is given to time sensitive events and Village activities, programs and organizations, presented in as interesting a manner as possible. It is supported financially in part by advertising, generally local in nature, and partly by assessment income from all dwelling units in the Village through the annual budget process. Its publication is one of the functions of the Department of Communications of the Foundation, under the direction of the Director of Communications, in accordance with policy guidelines adopted by the Board of Directors.

The *Montgomery Village News* is published by the MVF Board of Directors. Content relating to the Foundation Board of Directors, its communities, policies and procedures is under the direction of the MVF Board and its paid staff. All newsletter content concerning operation of the MVF will be written and edited by the paid staff or Board Members or committee Chairpersons at the request of the Board. Letters to the Editor column is an open forum in which residents may express opinion, on topics of their own selection.

Columns covering other than official MVF information (such as pets, transportation, education, gardening, etc.) may be included in the *Village News* as appropriate by the editor and as space permits, following all previously established guidelines for

### General Content:

In keeping with the policy information for the residents of the Village, the *Village News* will, in general, cover the following subjects as to contents this listing being not all inclusive or prioritized, but generally typical.

1. Homes Corporations and Condominiums. Homes Corporations and Condominiums may submit an article for each issue of the *Village News* detailing news of their own Board of Directors, committee meetings or other information representing official communication from their Board. Publishers of the *Village News* reserve the right to edit all copy.
2. News releases and announcements for the Foundation Department or Recreation, Parks and Culture relative to programs, classes, pool operation, etc.
3. News releases relative to the corporation, such as annual meetings, special meetings of the members, regular board meetings, committee meetings, and special community projects such as spring cleanup.

4. Calendar of events - recreation, board meetings, etc.
5. Publication of adopted rules and regulations of each of the corporations as they occur, and as requested by the Board of Directors.
6. Announcements of interest from the Board of Directors relative to new projects and facilities under construction or proposed for the Village.
7. Announcements of special local interest relative to adoption of regulation, capital projects, budgets or ordinances by local governments affecting the Village such as Animal Control Law, smoke detector requirements, traffic controls, public projects (library, fire station, bike paths), etc.
8. Architectural Control actions and information.
9. Columns relative to local organizations such as the Woman's Club, Sports Association, Senior Citizens, Churches, Scouts, etc.
10. Special local news reports of events and activities in the Village of interest or involving residents such as art shows, crafts, displays, programs, individual projects, etc. submitted by participants, volunteer reporters or staff.
11. Letters to the Editor, subject to the Letters to the Editor Policy, shall be from Montgomery Village residents and signed by the writer. They shall be addressed to the Editor and not public figures or third parties, not inflammatory nor contain objectionable words or language, (per #10 in Letters Policy) and shall be subject to editing or condensation prior to printing. Where appropriate, the Editor should comment on letters in the same issue, after consultation with other MVF officials if the subject falls within their area of responsibility.
12. By-lines are provided for regular contributors unless they desire otherwise.
13. Advertising. To include display, political (subject to Political Advertising Policy), specialty listings and classified advertisements. No advertising will appear on the front page of the *Village News*. All advertisements are subject to space availability and the *Montgomery Village News Advertising Agreement*.
14. To the extent that the above listed subjects do not provide the desired space and balance between advertising and copy as dictated by MVF budget, the *Village News* may carry special articles of local interest, such as biographical sketches of Village residents of unusual talent or accomplishment; information relative to the documentary structure of the various corporations as reminders and information: non-endorsing items of new facilities and opportunities available to residents; announcements of programs offered in the area by county recreation, college, etc. The *Village News* should not, in general, carry news of more than local interest or scope.

Approved by MVF Board of Directors, 4/22/77

Approved as revised at the MVF Board of Directors meeting – June 28, 1984, June 25, 1992, June 26, 2008, September 27, 2012, February 27, 2014

## **MONTGOMERY VILLAGE FOUNDATION, INC.**

### ***MONTGOMERY VILLAGE NEWS* EDITORIAL AND SUBMISSIONS POLICY**

#### **Purpose**

The *Montgomery Village News* Editorial and Submissions Policy is designed to provide fair and equal space for information contributed by individuals, organizations and the general public, as well as Montgomery Village homes corporations and condominium associations to publicize their business and activities, including elections and annual draft budgets as required by their governing documents. Concurrently, the policy structure is designed to manage the *Montgomery Village News* expenses within the Board-approved budget and increase readership.

#### **Editorial Policy**

1. The *Montgomery Village News* Editor, under the supervision of the Director of Communications, reserves the right to withhold or edit all copy submitted for inclusion in issues of *Montgomery Village News* without notice. Submissions will be edited for grammar, syntax and length in conjunction with space availability and all Foundation Board approved policies, making every effort to edit material in a way that the intended message remains intact.
2. Also reserved is the right to withhold or edit submissions of inflammatory, slanderous, libelous, lewd or other language deemed inconsistent with *Montgomery Village News* and Foundation mission and policies.
3. The department staff will not provide a proof to the author prior to publishing the *Montgomery Village News*.
4. Submissions received after the publication deadline, as indicated in each issue of *Montgomery Village News*, will not be published in that edition.

#### **Submissions Procedures**

1. All submissions must include the name of the organization, business, individual, homes corporation or condominium association, author's full name, address, telephone numbers and e-mail addresses, in accordance with the publication deadlines indicated in each issue of the *Montgomery Village News*.
2. Photographs submitted for inclusion in *Montgomery Village News* may be accepted and are subject to space availability.

#### **Homes Corporation/Condominium Associations**

1. Homes corporation and condominium association boards of directors or their approved representatives may submit an article or information serving as an article for each issue of *Montgomery Village News*, which shall not exceed 750 words. The content of the articles shall contain information pertinent to corporation business, community activities sponsored by the corporation or association board of directors and news relative to the individual communities.

General information regarding clubs, social activities or sporting events will be included in other areas of the publication and shall be submitted separately.

2. The following items may be submitted in lieu of Item 1, and may not exceed 750 words (except when the annual message is submitted):
  - A. Homes corporation and condominium association policy updates, election rules, guidelines and similar information;
  - B. The annual message written by a homes corporation or condominium association board of directors president or approved representative (not to exceed 900 words without charts or graphs; or not to exceed one-half page if charts or graphs are included);
  - C. Requests for residents' cooperation regarding issues related to their communities; and
  - D. Written summaries, without charts and graphs, of the homes corporations' and condominium associations' annual budgets.
3. Submissions outlined in Items 1 or 2 exceeding 750 words will be subject to one of the following considerations:
  - A. If proper time allows author to resubmit article before a deadline, the author will be contacted and given the opportunity to shorten his or her article.
  - B. The *Village News* Editor, under supervision of the Director of Communications, will edit the submission for length in conjunction with all Foundation Board approved policies, making every effort to edit material in a way that the intended message remains intact.
  - C. The homes corporation or condominium association board of directors will be billed a flat rate of \$100 for space up to one page of the *Montgomery Village News*. Articles exceeding one full printed page will be subject to additional charges.
4. Homes corporation and condominium association board of directors election candidates' statements submitted for publication in *Montgomery Village News* shall be no more than 200 words per candidate and shall be published in place of regularly submitted articles as described in Item 1. A statement introducing the candidates, written by or on behalf of the homes corporation or condominium board, can be included with the candidates' statements and shall not exceed 100 words.
5. Photographs for board of directors election candidates shall be published only when all candidates from a contributing homes corporation or condominium association have been provided ample opportunity to submit a photo or arrange for a photo to be taken by Foundation staff.
6. Homes corporations and condominium association announcements will be published in a portion of *Montgomery Village News* separate from the regularly submitted articles described in Item 1 in an effort to draw readers' attention and shall not exceed three announcements or 100 words.

Approved by the MVF Board of Directors – May 23, 2002

Revised and approved by MVF Board of Directors - June 28, 2007

Revised and approved by MVF Board of Directors – June 26, 2008

Revised and approved by MVF Board of Directors – September 27, 2012

## **MONTGOMERY VILLAGE FOUNDATION, INC.**

### ***VILLAGE NEWS* POLITICAL ADVERTISING AND EDITORIAL POLICY**

In order to give Village residents more opportunity to become better acquainted with choices and candidates in local elections and to provide advertising revenue to the *Village News*, the following political advertising and editorial policy has been adopted by the Montgomery Village Foundation Board of Directors.

1. Paid ads will only be accepted from individuals running for recognized government elections (i.e. State Legislature, County Council, U.S. House of Representatives, U.S. Senate, President of U.S., or School Board).

The *Village News* will offer no editorial coverage of these election races. (No political press releases, campaign event coverage, letters to the editor by or about candidates, or other obvious campaign material will appear in the *Village News* regarding candidates for any election other than Montgomery Village Foundation Board or local board elections.)

2. All paid political ads will carry a printed disclaimer stating that they are paid ads.
3. The *Village News* will not accept paid ads from candidates for Montgomery Village Foundation Board of Directors or local board elections. This ban on Village election advertising is designed to protect volunteer candidates from the pressure of spending campaign money. The *Village News* will continue to cover these races with full editorial support, in accordance with existing policy.
4. Acceptance of ads will be contingent on the approval of the Director of Communications, where matters of taste are concerned, with right of refusal placed with the Director of Communications.
5. Paid political ads from organizations lobbying for issues will not be accepted.
6. There will be no soliciting of paid political ads by the *Village News* advertising staff.

Approved by MVF Board of Directors at the April 22, 1982.  
Reaffirmed by MVF Board of Directors on October 24, 1984  
Revised and approved by MVF Board of Directors June 26, 2008  
Revised and approved by MVF Board of Directors September 27, 2012