

## **PMLA EDITORIAL COMMITTEE AND PML NEWS EDITORIAL POLICY**

This policy describes rules and regulations governing the format, content, and mechanism for publishing of submitted "Letters to the Editor" and material as well as the staffing and operation of the "Editorial Committee".

### **A. EDITORIAL COMMITTEE CHARTER**

Editorial Committee members will review all "Letters to the Editor" prior to publication to assure compliance with the Editorial Policy. "Thank You" letters will not be considered "Letters to the Editor" and will be published without Committee review. "Thank You" letters must meet the same Editorial, Physical and submission limitations as stated below. Committee members will not become involved in the daily operation of the PML News.

### **B. COMMITTEE MEMBERSHIP QUALIFICATIONS**

Prospective members must be in good standing and should possess skills in writing and editing, and an ability to make unprejudiced and dispassionate decisions regarding the community and material submitted for review.

### **C. COMMITTEE MEMBERSHIP APPOINTMENTS AND OBLIGATIONS**

The committee shall be composed of five members who are appointed by the PMLA Board of Directors to serve for a one-year term. Re-appointments for continued service on the committee will be considered in January of each year in accordance with the Advisory Committee Guidelines Policy.

A Chairperson will be selected by the committee and the recommendation will be given to the Board of Directors for approval at the next open Board Meeting. Election will be by a majority vote of the quorum. Any three of the five members constitutes a quorum and a quorum must be present to conduct any business. The function of the Chairperson is to arrange and chair meetings, assure proper documentation of meetings (minutes). The Administrative Assistant to the General Manager shall act as liaison between the committee and the PMLA Board, and PML news Editor. The Committee may invite prospective applicants to meet prior to providing a recommendation to the Board of Directors.

### **PML NEWS EDITORIAL POLICY**

The *PML News* is the official publication of Pine Mountain Lake Association for notifying members of actions and proposed actions of the Board of Directors; legal notices; financial notices including the annual report with disclosures; for informing members of changes to Association policies, procedures, rules and regulations; and for notifying members about upcoming events and reporting on past events.

The editorial staff shall consist of the *PML News* Editor, and the Administrative Assistant to the General Manager, as liaison to the Editorial Committee. Letters to be considered for publication must be addressed to the *PML News* Editor, at 19228 Pine Mountain Drive, Groveland, CA 95321 and clearly labeled 'Letters to the Editor'. Copies of letters written to the Board, the Board President, the General Manager or other organizations or individuals to offer comment, seek information, require or suggest specific action, etc., will not be considered for publication but will

be forwarded to the appropriate party. Letters may be submitted via email to the Editor at their current email address following the same criteria as stated above.

Letters will be duplicated for review and copies will be given to the Editorial Committee for approval or rejection. In order to maintain confidentiality, all PML employees are denied access to 'Letters to the Editor', with the exception of the editorial staff listed above. All letters duplicated will have the author's name, address and other information blocked out so that the author remains anonymous.

The intent of 'Letters to the Editor' is to communicate property owners' views on any subject of interest to PMLA property owners.

**Letters for publication must meet the following editorial limitations:**

Letters submitted for publication must be received no later than the 10<sup>th</sup> of the month for the following months' publication. (Must be received by June 10 for publishing in July edition, etc.) When the 10<sup>th</sup> of the month falls on a holiday, Saturday or Sunday, the deadline will be extended to the following workday. Letters/Emails received after the 10<sup>th</sup> of the month will be considered for publication in the next edition of the PML News, on a "space available" basis.

- Subject must be of timely interest to PMLA property owners.
- Content must not be libelous to individuals or the Association, or deal with matters of litigation. No personal attacks will be considered for print.
- Letters may not contain profanity.
- No photos will be accepted for a Letter to the Editor.
- Letters may not be of a religious or political nature. The only exception to the above will be for candidates running for election to the PMLA Board of Directors.
- No more than one letter per household may be submitted per edition of the *PML News*.
- Letters from active Directors will not be considered for publication. In addition, their participation in any way in the preparation of letters by others is considered inappropriate. Committee members may submit letters following the same criteria as others, however, the member submitting the letter will abstain from voting on their submissions.

**Letters for publication must meet the following physical limitations:**

- All letters must be from Pine Mountain Lake property owners in good standing and signed by the author. Letters authored by more than one property owner will not be accepted. Petitions should be directed to the Board of Directors.
- Letter must not exceed 250 words (body)
- Letters must be typed or neatly printed/handwritten.
- Due to space constraints, only the number of letters that will fit in the space allotted will be printed each month. Letters will be considered in the order they are received. Redundancy will be a factor to be considered. Letters from authors not recently published (say, in the past six months) will be given priority. Letters not considered because of space limitations will be considered for the following months' edition of the PML News on a "space available" basis.
- Letters must contain the sender's name, mailing address, PML Unit/Lot number, and day/evening telephone numbers. Letters not containing the above information will not be considered for publication. Only the name and city of residence will be printed if the letter is selected for publication.

The *PML News* will not be used as a forum for property owners to air grievances against each other. The Letters to the Editor feature is not a battleground for repeated arguing between opposing parties. Rebuttals are welcome; successive volleys are not.

The PML News shall not discriminate based on the views expressed in letters.

In the event the Editorial Committee has questions as to the accuracy of the facts and/or figures, they will make an effort to contact the property owner to verify information and to allow the property owner to make revisions. In the event that the writer cannot be contacted, the letter may be printed with a brief comment by the Board of Directors or the Editor at the bottom of the letter. The Editorial Committee and the Board shall refrain from any other comments other than to make a notation of what they feel may be incorrect facts and/or figures. Noted corrections by the Board must site a verifiable written source.

### **Arbitration of Rejections**

Authors of rejected materials will be notified by the Editor of the *PML News* outlining the reasons for the rejection and the appeal process.

When a submitted letter has been rejected by the Editorial Committee, the author may appeal the matter directly to the PMLA Board of Directors for final resolution. If an article/letter is rejected by the PMLA Board of Directors, the Decision is final and may not be appealed.

### **Conclusion**

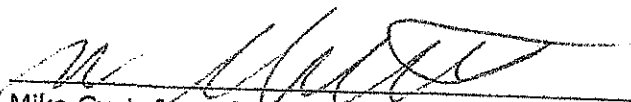
The PMLA Board of Directors' will receive copies of all committee-approved letters to the editor.

As the responsible representatives of the Pine Mountain Lake Association, the PMLA Board of Directors retains final authority on any material published in the *PML News*.

All 'Letters to the Editor' printed in the *PML News*, unless otherwise noted, reflect the opinions of the writers and do not necessarily reflect those of the Pine Mountain Lake Association, its Board of Directors, employees, *PML News* or property owners. The *PML News* is a private enterprise, not a public entity, and as such is entitled to reject advertisements or articles in the best judgment of its editor or publisher. Pine Mountain Lake Association is not responsible for, nor do we guarantee, the accuracy of information contained in any advertisement/letter/article placed in the *PML News*.

Articles or columns submitted for publication by organized groups of PML will be subjected to the same time constraints and requirements as noted above.

Respectfully submitted,

  
Mike Gustafson, Secretary

3/19/2016 dd