

Agenda Item #8, Revising Newsletter Guidelines & Procedures Policy 107.1

Changed the timeline of when articles are due; deleted the sentences mentioning a non edit form (this form was never created and no one has ever requested one); and updated letter C.

SECTION III – PROCEDURE from

- A. Deadline for submissions of articles/notices.
 - 1. Articles/notices will be due to the committee chair or the town hall by the Thursday before the first Monday of the month. (exempt, meetings minutes and agendas)
 - 2. All articles/notices may be edited for space available, accuracy and style. Authors who do not wish their articles to be edited must submit a Non-Edit form.
A Non-Edit form will be available at the town hall and on-line with the Town's website.
A Non-Edit request article must be submitted prior to the deadline directly to the editor.

- C. Editor and Town Clerk compile the newsletter draft.

To:

- A. Deadline for submissions of articles/notices.
 - 1. Articles/notices will be due to the clerk one week prior to the publishing date. (exempt, meetings minutes and agendas)
 - 2. All articles/notices may be edited for space available, accuracy and style. Authors who do not wish their articles to be edited must state so at time of submission.

- C. Town Clerk compiles the newsletter draft.

107.1 Newsletter Guidelines & Procedures Policy

- I Purpose
- II Newsletter Content
- III Procedure

SECTION I – PURPOSE

To inform and educate town residents regarding issues important to their understanding of town government, living in the Town of Berry and being a well informed citizen.

SECTION II – NEWSLETTER CONTENT

- A. All articles/notices shall be relevant to the Town of Berry residents
- B. Acceptable by order of priority.
 - 1. Governmental meeting notices, agendas and minutes of meetings or where minutes can be obtained for a particular meeting.
 - 2. Local elections, examples:
 - Candidate Names & Offices Local Election Results
 - 3. Miscellaneous town-wide general issues, examples:
 - Taxation Issues Land Issues Volunteer Requests
 - 4. Reports on or by committees
 - 5. Health and safety, examples:
 - Clean Sweep Well Testing Roads Road clean-up
 - Cycle Tours Old Vehicle Tour Trash & Recyclables
 - 6. Town-sponsored social events, examples:
 - Town picnic Town Garage Sale
 - 7. Historical events of general town interest
 - 8. Social events open to all town residents
- C. Non-acceptable items
 - Polarized political statements
 - Campaign articles of any type
 - Personal attacks
 - Opinions or interpretations

SECTION III – PROCEDURE

- A. Deadline for submissions of articles/notices.
 - 1. Articles/notices will be due to the clerk one week prior to the publishing date (exempt, meetings minutes and agendas)
 - 2. All articles/notices may be edited for space available, accuracy and style. Authors who do not wish their articles to be edited must state so at the time of submission.
 - 3. Due to page restrictions, not all articles may be included in next newsletter. Time sensitive materials will be considered.
- B. Communications chair will confer with Town Clerk about content of each issue.
- C. Town Clerk compiles the newsletter draft.
- D. Town Clerk emails newsletter draft to Town Board Chair and Communications Committee Chair for review.

