

**ARTICLE XIII.
PUBLICATIONS COMMITTEE**

**Approved August 15, 2006, Amended March 10, 2015, March 13, 2018,
May 8, 2018, January 8, 2019, March 12, 2019, Amendment June 11, 2019**

The Kala Pointer is the official conveyance to the community of KPOA information. It also is a vehicle for articles or new items that might be of interest to the Kala Point community. Board members may occasionally bring outside information to the attention of the Board and membership.

A. Authority and Jurisdiction

The Board of Directors, acting under CC&R Article V. Section I (g) and Bylaws Article VI, Section 15, established the Newsletter Committee on January 19, 1999. The Board delegated to this committee the responsibility for editing/publishing the monthly community newsletter, the *Kala Pointer*

B. Committee Mission

The Publications Committee's mission is to edit/publish the official publication of the Kala Point Owners' Association (KPOA) newsletter, the *Kala Pointer*, which serves as a means for the Kala Point Owners' Association to communicate important information, articles of interest and activities to members and residents. The Publications Committee shall establish guidelines under which the newsletter is written and published. The committee will also recommend content changes to the KPOA office for the KPOA Website

C. Board of Directors Secretary's Report Guidelines

The report is an abbreviated version of the official Board minutes, written by the Board Secretary and is not intended to function as an editorial or opinion column. The report shall contain only factual content as do all other Committee reports and should be constructed as follows:

Informally written in a factual and abbreviated manner:

1. Address old and new agenda items and outcome
2. Address the GM's significant financial items.
3. Highlight any upcoming social, emergency, amenity closure or construction events.
4. Be devoid of comments that could be perceived as biased or are of a personal nature and that might suggest they are the opinion of all Board members or the official opinion of the Board as a whole
5. Close with a comment that fuller details are available in the official minutes or by recording
6. Consider bullet format for ease of reading

D. Committee Organization and Reporting

The committee shall be composed of two or more members, including required Board representation, and shall be approved by the Board. The committee shall select a chairman at the August meeting. The committee shall meet monthly, on the first Monday of the month,

2 p.m. unless otherwise agreed prior to that day by the majority of the Committee, at the KP Administration Building. The Chair shall be responsible for the agenda. The secretary shall submit minutes to the Board prior to their monthly meeting

E. Committee Objectives and Action Plan

To accomplish its mission, the committee shall be responsible for developing and updating its own objectives, with Board approval. Ongoing objectives are:

1. Accept articles and services/announcements through the 19th of each month
2. Publish informative articles, judged to be of general interest to the community
3. Include the Board Secretary's Report and/or KPOA President's Report
4. Include articles about official KPOA business
5. Edit and publish the newsletter, in accordance with the Publications Committee's established guidelines
6. Distribute the newsletter by email or other means and upload to the Kala Point website by the first of each month, printed copies, if any, will be placed in Clubhouse and Administration offices
7. Communicate to KPOA office any content changes necessary for the website.
8. The *Kala Pointer* shall NOT contain:
 - a) Any partisan political articles
 - b) Articles of confrontational or inflammatory nature
 - c) Any articles for the purpose of soliciting money or participation in for profit organizations

Articles are run on a space available basis and at the discretion of the editors

Other than those from Kala Point government (Administration, BOD, Committee Chairs) receipt of a submission does not indicate acceptance for publication and, other than submissions from Kala Point government, acceptance does not mean publication in any issue. All other submissions will be considered Letters to the Editor, unless deemed otherwise by the editor in consultation with the Board Representative

Other than advertisements, layout and formatting are at the discretion of the editor in consultation with the Board Representative

F. The Neighbor-to-Neighbor Classified Ads

Available only to KPOA members and Kala Point residents. The classified ads are limited to items for sale, announcements or services provided KPOA members and residents. The fee is ten cents per word and one dollar (\$1) per photo per month, prepaid. Ads must be submitted to the editor by the 19th of each month.

Outside advertisement, commercial ads, are handled through the office and will be published monthly, using a price scale that is maintained by the KP Office.

G. Guidelines for Community Activity Ads

A Community Activity Ad is a full-page ad submitted by a nonprofit, e.g., 501(c)(3) organization, and will be allowed under the following conditions:

1. Submission is made by a Kala Point resident
2. Submission is "Publication ready"
3. Submission is free one time per year. Subsequent full-page submissions are subject to charge

H Guidelines for Publishing Letters to the Editor

1. Submissions must be from a member of KPOA and include the writer's name and phone number. The name will be printed with the letter; the phone number will be used to verify the submission
2. Letters from KPOA members are to focus on the writer's views, concerns, opinions, or praise on matters relevant to living here, and are not to focus on an individual personality
3. Slanderous or disparaging letters will not be published
4. Letters should be 300 words or less and can be emailed to kalapointer@kalapoint.org or taken to the office. They must reach the Committee no later than the 19th of the month prior to the month of publication
5. Publication will be based on space availability, topic interest, relevancy to KPOA membership, and adherence to these guidelines
6. The Editor retains the right to correct any misspelled words or grammar.
7. Normally letters will be printed as written. The Editor reserves the right to comment on factual inaccuracies

Letters to the Editor may be limited to one letter and one response per subject per month.

I. Internet Links

Links to sites outside those owned by KPOA will only be published under limited circumstances.

1. Links to unverified or insecure sites will not be published
2. Links to private storage drives or private cloud sites will not be published
3. Links used to extend the length of an accepted submission will not be published
4. Whatever is linked must comply with all *Kala Pointer* guidelines