



Sudden Valley Community Association

Policy: Board Publication Policy

Date: October 8, 2026

Number: 2026.05

This Board Publication policy was adopted on October 8, 2026.

History: Rescinded Policy: _____

Superseded/Replaced by Policy: _____



Sudden Valley Community Association

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Purpose: The purpose of this policy is to establish clear standards for the creation, review, approval, and distribution of all publications issued by the Board of Directors, ensuring they are accurate, consistent, and aligned with the Association's mission, values, and communication practices.

Scope: This policy applies to all official publications, including but not limited to:

- Annual reports
- Newsletters
- Press releases
- Public statements
- Digital content (e.g., website updates, social media posts) issued on behalf of the Board

Guiding Principles

- **Accuracy:** All published materials must be factually correct and verified before releases. Unvetted or unvetted topics shall be avoided.
- **Transparency:** Publications shall reflect the Board's commitment to openness and accountability. Focus on relevant community content-events, financial information, important Association reminders, seasonal member initiatives (Firewise), winter snow plowing schedule.
- **Consistency:** Sensitive or privileged information must not be disclosed without proper authorization.
- **Attribution:** All publications shall bear a verifiable attribution. Avoid editorializing or opinion pieces. The Board's role is to inform, not to advocate or take sides on community issues. Avoid commentary that could be seen as biased or inflammatory.
- Avoid using publications for unresolved disputes. If an issue is still under review, it is better to address it at a meeting.
- Publications of a political nature from the Board or a committee which either support or oppose certain candidates for the Board shall be prohibited.

Approval Process

- **Drafting:** Any proposed publication, issued by the Board, shall first prepare the draft of the publication.
- **Review:** Have multiple directors review the article before submission to catch errors and ensure accuracy.
- **Approval:** First approval is granted by the Board or Executive Committee, as applicable.
- **Release:** The approved publication is distributed through designated channels.



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Roles and Responsibilities

- The Board: Shall oversee the publication process and ensure compliance with policy. The Board or their designated representative shall be the publisher of the Association newsletter, and as the publisher shall adhere to the principles of freedom of the press.
- Secretary: Maintains official records of all publications.

Distribution Channels

Publications may be distributed via:

- Organization's website
- Email newsletters
- Social media platforms
- Print media – The Views
- Public events or meetings

Review and Updates

This policy will be reviewed and updated as necessary to reflect best practices and organizational needs.

Effective Date

This policy is effective as of October 8, 2026

History: Rescinded Policy:_____

Superseded/Replaced by Policy:_____

To: SVCA Board of Directors

From: Document Review Committee

Subject: Proposed Contract Amendment: Lewis Publishing Company

Directors,

The Document Review Committee (DRC) having been tasked by the BOD to develop means and methods to implement the Board's August 27th, 2026 "RESOLUTION REGARDING NEWSLETTER ARTICLE", proposes the following option.

- 1) Modify the contract between SVCA and Lewis Publishing giving the Editor compulsive authority to refuse all submissions for publication that lack name attribution. The attribution must be an individual named, not a title such as Board of Directors nor other Committee name.
- 2) As a contract modification, propose Section IV PUBLISHER be modified. As is currently stated in that section, all editorial decisions remain with the Editor, and that stated Editor will adhere to professional standards of journalism, and the first principal of that standard is naming the author.
- 3) As an addendum, which may be quicker to formally implement, incorporate the same requirement as item 2 above.

SVCA had an attribution policy for many years that required all published documents include the name of the author. A review of our Policies today verified that said Policy was removed at some time in the past, which is concerning. Even if such policy was reinstated, it is a policy which any Board can remove (as it appears has been done), modify it, and just ignore it completely.

Changing the Lewis publishing Contract eliminates all capricious communications and holds the authors to realistic accountability.