



# PDCCA Newsletter “Letters to the Editor” Policy Adopted

by Robert J. Gonja, PDCCA Vice President

Beginning this month, a subtle change is taking place in the PDCCA Community Monthly Newsletter. In the past, a letter to the editor would be published after it was presented to the Association Board, reviewed and voted on, sometimes delaying publishing by several months, if at all. The newsletter editor has noticed an increase in letters to the editor being submitted over the past few months. Therefore, the Association Board was asked to draft a policy for publishing such letters.

I had the fortunate opportunity to lead a committee for adopting a policy for our PDCCA newsletter. The committee first reviewed policies from five Southern California Newspapers. We then incorporated those policies into policies specific to our publication. The policies were approved unanimously during the December board meeting.

To summarize the basic policies, The PDCCA Community Monthly Newsletter accepts letters that are 200 or fewer words, in writer's own words. Letters must include the writer's full name, address and phone number and email (if available) for verification. Only name and street will be printed. Anonymous letters, letters that compromise someone's privacy, third party, CC's, forwards, and letters provided on behalf of another person will not be accepted. Please check out the complete policy on our website at [pdcca.com](http://pdcca.com), or contact the association office.

# PDCCA Newsletter “Letters to the Editor” Policy

PDCCA is committed to an open letters forum for the monthly newsletter as a part of a free and strong community. We invite letters on topics of community interest and make every effort to print each one of them as long as they are consistent with the guidelines listed below. Priority is given to the residents within the PDCCA association. Letters will be accepted within our circulation boundaries.

### We welcome letters that are:

- 200 or fewer words, in writer's own words, free from libel, in good taste.

### Letters must include:

- Writers full name, address, phone and email (if available) for verification. Only name and street will be printed, Letter writers should disclose personal or family relationships that might pose a conflict of interest

### We do not accept:

- Anonymous letters, poetry, medical and religious statements, letters outside PDCCA circulation area, letters with unverified facts or vulgarity, letters that compromise someone's privacy, letters that harass or censure any person, group or entity, solicits money or support for private causes, third party, CC's, forwards, letters provided on behalf of another person.

### Publishing

- Letters will be selected based on interest to general community of PDCCA. Letters must stick to a single topic and avoid personal attacks, letters may be edited for any reason, including, but not limited to taste, clarity, grammar, length and potential libel. We cannot guarantee letters will be printed at all, or in its entirety. Once submitted to the newsletter editor, letters become the property of PDCCA and are not to be copied and/or disseminated to third parties.

### Checks & Balances

- Letters will be date stamped upon receipt of letter. Letters are printed at editors discretion. Editor's will defer to board president and/or vice president for questionable letters. President and/or vice president will then defer to association board for remaining questions or concerns if needed. Residents must be current with assessments and fines in order to submit a letter to the editor. No more than one letter will be printed every 6 months from same lot.

### Disclaimer

- PDCCA makes no guarantee of comments factual accuracy. Writer's opinion is their own, and by publishing letter, does not mean PDCCA or the newsletter editor endorses or recommends those opinions.