



<b>SUBJECT:</b>	<b>UNA Community Newspaper Policy</b>	<b>POLICY #04-03</b>
<b>CATEGORY:</b>	<b>Communications</b>	
<b>AUTHORITY:</b>	<b>Board of Directors</b>	
<b>ADOPTED:</b>	<b>December 2022</b>	
<b>AMENDED:</b>	-	
<b>REVIEWED</b>	-	

**PURPOSE**

This policy outlines the purposes of the UNA community newspaper, its publishing schedule, format of delivery, the types of content that it will publish, advertising terms, partnerships, and the respective role of the UNA Board of Directors, the UNA Newspaper Editorial Committee (NEC), and staff.

**SCOPE**

This policy applies to all parties involved in the creation and publication of the newspaper.

**POLICY STATEMENT**

The UNA finances and publishes a newspaper to provide relevant news and information to the UNA community and is committed to operating a newspaper that is driven by an independent editorial committee. The UNA expects a newspaper that covers the diverse issues and events in the community, reports on the operations of and services offered by the UNA and provides a platform for community member submissions.

Recognizing that the newspaper will be supported by a volunteer editorial committee the UNA will provide staff support to assist with the publication of the newspaper.

**UNA COMMUNITY NEWSPAPER**

**1. Purpose of the Newspaper**

The newspaper is published for the purposes outlined below (note that the listing of purposes is not intended to preclude the publication of material for a purpose other than those listed):

- 1.1. To report on the operations of and services offered by the UNA.
- 1.2. To provide information on matters of interest to the UNA community (residents, businesses and services providers), including events, meetings, and developments within or outside the community.



1.3. To provide a forum for residents to express their views on UNA community matters, debate issues, and communicate information, i.e., letters to the editorial committee, opinion pieces, and submission of articles.

1.4. Generally, to promote community engagement.

## **2. UNA Board of Directors**

2.1. The UNA Board of Directors is responsible for approving the Community Newspaper Policy, appointing the member of the NEC, and ensuring sufficient resources are dedicated to the newspaper.

## **3. Editorial Committee**

3.1. The NEC is appointed by the UNA Board of Directors to ensure the publication of the newspaper is in accordance with this UNA Policy. The NEC is responsible for the approval of content before each issue of the newspaper is published. The details of the NEC's specific authority and makeup are outlined in its Terms of Reference.

## **4. UNA Staff Support**

4.1. UNA staff will provide support to the committee. Staff will provide technical expertise in editing, publishing, coordinating contributors and other tasks to ensure that the newspaper is produced in a professional manner. Staff will also provide administrative support for committee meetings.

## **5. Content**

### **5.1. General**

5.1.1. The NEC will seek to ensure that material submitted to it for publication is accurate, objective, balanced and fair (making allowance for the submission of opinion material – which will need to be clearly identified as such).

5.1.2. The NEC will seek to ensure that contributions made by NEC members, UNA Directors and staff satisfy the same criteria as material written by other contributors.

5.1.3. The NEC will seek to ensure that no material shall be published that is defamatory and/or discriminatory.

5.1.4. A clear distinction must be made between factual material and material that expresses opinions. Opinion material must be clearly identified as such. For letters to the editor and editorials, this requirement is satisfied by including the material under the appropriate heading.



5.1.5. The NEC will look to form partnerships with key community groups and other entities, such as the UBC School of Journalism and University Hill Secondary.

## 5.2. Letters to the Editor and Submitted Articles

5.2.1. Letters to the editor and articles submitted by UNA residents and others shall be considered for publication.

5.2.2. The NEC has the right to accept or reject letters and articles in accord with items 5.1.1. to 5.1.3.

5.2.3. The NEC has the right to determine which letters and articles are included in the printed digest edition.

5.2.4. The NEC has the right to edit letters for length, clarity, and to conform with item 5.1.4.

## 6. Advertisements

6.1. The newspaper can solicit both online and print advertising.

6.2. The newspaper may allocate and sell up to 10 per cent of the printable space in each issue of the printed digest edition.

6.3. The NEC is responsible for determining which advertisements the newspaper will publish.

6.4. The NEC shall annually determine and publish the rates to be charged for advertisements.

6.5. An advertisement shall not be accepted if its acceptance would result in any restriction on what can be published on the newspaper.

## 7. Format and Schedule

7.1. The newspaper will be published monthly on the newspaper website

7.2. A digest version of the newspaper will be printed and distributed quarterly.

7.3. The NEC will determine the exact dates of publication and distribution routes annually.

## RELATED POLICIES/DOCUMENTS

- UNA Newspaper Editorial Committee Terms of Reference