

Subject: Rossmoor News Editorial Policy

Purpose: To Establish Editorial Policy for the Rossmoor News

The Rossmoor News is the official and legal newspaper of general circulation for the residents of Rossmoor, Walnut Creek. The Rossmoor News is published every Wednesday afternoon on the residents' behalf by the Golden Rain Foundation and made available through rossmoornews.com. A print copy is delivered to every manor, unless declined by the resident.

1. Through this medium, the following services are provided:

News of events and activities, official announcements, Golden Rain Foundation and Mutual Corporation policies, news of community leaders and news makers, and club announcements are published.

Feature columns of community interest are published.

News of events outside of Rossmoor that may, in the opinion of the designated senior manager, be significant to Rossmoor residents is published.

Advertisements for goods, services and classified items are published or inserted.

Letters intended for the Residents' Forum are published.

2. Publication policies are established by the Golden Rain Foundation Board of Directors.
3. Publication operations are directed by the designated senior manager, who reports to the General Manager.
4. Publication priority is given to news, including information, announcements, developments, meetings and policy decisions of the Golden Rain Foundation and the Mutual Corporations; announcements of club events; news and profiles of Rossmoor residents and employees; news of activities and events within Rossmoor; news of activities and events outside Rossmoor that may be of interest to the residents; and advertising.
5. Judgment of what to publish is within the jurisdiction of the designated senior manager insofar as it conforms with the Golden Rain Foundation policies. If, in the judgment of the designated senior manager of the Rossmoor News, there is need for a decision about questionable material submitted by a resident, the matter shall be referred to the General Manager who shall make a determination, or who may

refer the matter to the President of the Golden Rain Foundation for a final decision. The President may call upon others, including legal counsel, for consultation.

6. The designated senior manager may publish letters in the Residents' Forum that conform to all policies, and which satisfy the following requirements:
 - a. Letters in the Residents' Forum should be about 250 words or less.
 - b. Letters must be germane to the activities and affairs of Rossmoor. Letters also can respond to columns or letters published in the News.
 - c. Letters are accepted from Rossmoor residents only, and must be signed with first and last name, address and telephone number. Only full name and street name are published.
 - d. Letters must be addressed to the Editor. Open letters or letters addressed to others will not be accepted.
 - e. Letters cannot contain libelous or obscene language, and at the discretion of the designated senior manager, may be edited to remove such language, or rejected in their entirety. If a letter is significantly edited, the person submitting the letter will be informed of the edited version. If the writer does not agree with the editing, the letter will not be published.
 - f. Letters cannot include personal attacks against individuals, clubs or organizations, corporations or advertisers.

7. The designated senior manager shall be guided, as follows, with regard to letters for the Residents' Forum:
 - a. Letters may be printed in full or in abridged form at the discretion of the designated senior manager.
 - b. Residents must be informed by the designated senior manager when their letters cannot be published.
 - c. The designated senior manager may respond to, or comment on, a letter with an Editor's note.
 - d. Any letter received by the Rossmoor News which contains a restriction or restrictions on the right of the Editor to edit or abridge it shall be returned to the writer advising him or her of this Policy and requesting that the letter be resubmitted without such restriction(s). Letters so restricted shall, at the discretion of the editor, not be published in the Rossmoor News.

8. The following statement, approved by the Golden Rain Foundation Board of Directors, will preface the Residents' Forum in every publication:

"Letters do not necessarily reflect the opinions of the Golden Rain Foundation Board of Directors, the management, or the News staff. Letters are strictly the opinion of the letter writer and statements are not checked for accuracy. The Rossmoor News accepts letters for publication in complete or abridged form at its discretion, and in accordance with editorial policies established by the Golden Rain Foundation Board

of Directors. A copy of the complete Policy Statement may be obtained from the General Manager's office. Letters must be signed and include address and telephone number, be germane to the activities of Rossmoor and be about 250 words or less. Letters addressed to others than the Editor or open letters will not be published."

9. All opinion section columns should focus predominantly on Rossmoor life, Rossmoor issues, senior living or personal stories. Residents interested in writing a regular opinion column that meets the above parameters can submit a proposal to the designated senior manager, who will decide if it will publish. Opinion section columns will be published under the following requirements:
 - a. Opinion columns cannot contain political commentary.
 - b. Writers must provide fact-checking website sources for all factual sentences, as determined by the designated senior manager.
 - c. The designated senior manager will return to the writer any column missing fact-checking sources or found to have a factual error; the writer may make corrections and resubmit the column for publication, if time permits before the publication deadline. If time does not permit, the column will not publish until its next designated publication date.
 - d. The designated senior manager determines the guidelines for fact checking based on industry standards and has the discretion to determine what is factually inaccurate. A written copy of the fact-checking guidelines can be provided to a writer upon request.
 - e. If a writer refuses to provide fact-checking sources or make corrections, the column will not be published. The designated senior manager can outright reject a column and deny resubmission in cases of plagiarism or misuse of quotes.
 - f. Opinion columns cannot contain libelous or obscene language; personal attacks against individuals, clubs or organizations, corporations or advertisers; or responses to columns or letters published in the News. The latter can be submitted as a letter in the Residents Forum.
 - g. The designated senior manager reserves the right to suspend or ban any writer who repeatedly violates the requirements or communicates in an offensive manner with the designated senior manager.
 - h. Opinion columns are also subject to the editorial guidelines set by the Rossmoor News staff, including word limits and deadlines.

10. Names of deceased residents may be published in the “In Memoriam” column unless the survivors of the deceased request that there be no publication. Generally, biographical information up to 150 words may be published if supplied by the family or friends.
11. Political advertising from candidates seeking public office (non-Rossmoor) or measures and propositions in an election (non-Rossmoor) may be published. Advance payment must be received on all political advertising.
12. All advertising is initially accepted subject to the approval of the designated senior manager, who shall have the right to reject, in whole or part, any advertisement that is not consistent with the best interests and/or policies of The Rossmoor News. Advertising may be rejected by the designated senior manager if it is deemed illegal, in bad taste or inimical to the interests of the community or residents of the community.
13. Subject to the provisions of Policy 604.0 and Procedure 103.0, current members of the GRF Board of Directors may individually submit letters to the Residents Forum for publication. Any submissions from a current Director shall be treated no differently than a letter submitted by any other resident. A legend identifying the writer as a GRF Board member and stating that the views expressed do not necessarily reflect those of the GRF Board shall be appended to each such letter.
14. Articles submitted for publication by a member of either the GRF Board of Directors or any advisory committee in an official capacity must be approved by the President of the GRF Board. Such articles shall be given priority in the Rossmoor News. All such submissions shall be directed to the designated senior manager with a covering memo identifying the article as having been produced on behalf of the Board or committee in its official capacity and any additional instructions regarding publication.

Authority: Policy

12/2/71	4/29/82 Rev.	10/28/21 Rev.
4/26/73 Rev.	8/28/86 Rev.	1/4/23 Housekeeping
8/30/73 Rev.	2/23/95 Rev.	8/31/23 Rev.
9/27/73 Rev.	7/30/98 Rev.	2/27/25 Rev.
1/30/75 Rev.	8/31/00 Rev.	
8/28/75 Rev.	4/25/02 Rev.	
12/4/75 Rev.	7/28/05 Rev.	
5/26/77 Rev.	2/24/11 Rev.	
3/29/79 Rev.	3/27/14 Rev.	
7/31/80 Rev.	4/30/15 Rev.	