

# **TRAILER ESTATES PARK & RECREATION DISTRICT TRIBUNE POLICY**

**PP 61**

The Trailer Estates Tribune is a newsletter that is published monthly by Teledrex, Inc, pursuant to an agreement with the District. As part of the agreement, the District is authorized to include community information in the Tribune, but is prohibited from including any information for the purpose of solicitation or commercial uses. The Tribune is intended to further the park and recreational purposes of the District, by informing the residents of upcoming events within the Park, sharing community news, and distributing important information from the Board to the residents.

Clubs and organizations may submit articles to the District for inclusion in the Tribune, provided all the following criteria are met:

1. Membership in the club or organization must be open to all residents within the Park.
2. The club or organization must be not-for-profit in nature.
3. The club or organization must further the recreational purposes of the District, such as by providing social or recreational activities to the residents.
4. Articles shall be limited to a description of past, current or upcoming activities or events of the club or organization.
5. Articles which serve a political or commercial purpose shall not be accepted by the District, but groups seeking to include such information in the Tribune may be able to purchase advertising space directly from Teledrex.

All articles submitted to the Trailer Estates office for placement in the Tribune shall be reviewed for typographical errors and compliance with the above requirements by the Secretary Trustee, or his or her designee, within 48 hours of the established submittal deadline and prior to publication. If the Secretary determines that an article does not comply with any of the above requirements, the Secretary shall provide a written explanation of the deficiency to the club or organization and a description of the means, if any, to bring the document into compliance with this Policy. The Secretary shall also provide a timeframe within which to submit an amended article. If corrections are not made by the stated deadline, the article shall not be included in the Tribune.

Should any club or organization believe that an article meeting the above requirements has been wrongfully denied by the Secretary Trustee, such club or organization shall have 48 hours from their receipt of the written decision of the Secretary Trustee to file a written appeal at the Trailer Estates Office. Upon receipt of such appeal, Trailer Estates shall schedule a meeting of the Media Committee to consider such appeal. The appeal hearing shall be timed so that if the appellant is successful, the article will be included in the desired issue of the Tribune, even if this requires scheduling an emergency meeting of the Media Committee. The times and locations of Committee meetings shall be posted on the District bulletin boards and minutes shall be kept.