

**Town of Berry
Policy # 2005-2**

TITLE: **Newsletter Guidelines & Procedures**

Purpose: To inform and educate town residents regarding issues important to their understanding of town government, living in the Town of Berry and being a well informed citizen.

Newsletter Content:

- 1) Acceptable by order of priority.
 - a) Governmental meeting notices, agendas and minutes of meetings or where minutes can be obtained of a particular meeting.
 - b) Health and Safety, examples:

Clean Sweep	Well Testing
Roads	Road clean-up
Cycle Tours	Old Vehicle Tour
Trash & Recyclables	
 - c) Town Sponsored Social Events, examples:

Town picnic	Town Garage Sale
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 - d) Local Elections, examples:

Candidate Names & Offices	Local Election Results
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 - e) Historical Events of General Town Interest
 - f) Miscellaneous Town-wide General Events, examples:

Taxation Issues	Land Issues
Volunteer Requests	
- 2) Non-acceptable Items
 - Social events not sponsored by Town.
 - Discussion of working committees.
 - Polarized political issues.
 - Campaign articles of any type.
 - Personal attacks
 - Opinions or interpretations

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- Procedure:**
- 1) Town Clerk will confer with Communications Committee Chair about content of next issue.
 - 2) Town Clerk will notify Town Board chair and Communications Committee chair of:
 - a. topics to be included in the next issue
 - b. deadlines for submissions
 - 3) Town Clerk compiles the newsletter draft.
 - 4) Town Clerk emails newsletter draft to Town Board Chair and Communications Committee Chair for approval.
 - 5) Communications Committee Chair has final say on articles.
 - 6) Where appropriate, all newsletter articles shall be identified in small print by the full name of the author at the end of each article.
 - 7) Newsletter is printed, folded, labeled and mailed and/or sent by email to available email recipients.
 - 8) For budgetary purposes, all newsletters should be no longer than eight pages of copy printed on four double sided pages.

Attest: _____
Brenda Kahl, Clerk/Treasurer

Melvern Bankes, Chair

Adopted: July 18, 2005

Fran Tourdot, Supervisor

Posted: July 19, 2005

Mark Hellenbrand, Supervisor

Judy Laubmeier, Supervisor

Terry Zander, Supervisor