

Lion's Roar Newsletter Contribution and Content Policy

March, 2021

1. The Lion's Roar should be educational, factual and informative. It should not give the appearance of being negative or self-promotional.
2. The newsletter may not contain derogatory or unfavorable comments regarding any public official, citizen or city staff.
3. There should be no commentary, editorializing or promotion of any political party, idea or campaign issue. It may contain factual information about elections, including names of candidates and the text of measures. Express or implied support or opposition to candidates or measures shall be prohibited. When in doubt, leave it out.
4. No council member who is running for office in May will be allowed to write in the Lions Roar during the months of ~~December~~ **February** through May. Even if the councilor does not intend to run or if they are unsure about running, if their seat is up for election that year, this applies.
5. No promotion of specific businesses will be allowed.
6. Contribution to the newsletter may be submitted by the Mayor, City Councilors, and Leon Valley Staff Members as long as the content only pertains to city business.
7. Due to limited space in the newsletter, the contribution word count is as follows:

- Mayor	1,000 words or 2 pages
-City Councilor	500 words or one page
-Leon Valley Staff	500 words or one page
-City Manager	1,000 words or two pages
8. An author's by-line shall be noted for each article contributed in the newsletter.

9. All newsletter submissions must be turned in by the close of business bi-monthly on the 1st Tuesday of each odd numbered month via electronic media to the designated staff member. Because the newsletter should deliver up-to-date news to citizens in a timely fashion, content submitted after this time will be considered for the next Lion's Roar.

10. Newsletter submissions are to be looked over and agreed upon by the City Manager and the Public Works Director or the City Manager's Designee. If a consensus to the appropriateness of the articles is not reached, either leave those out (or possibly go to city council for a final decision.) Article editing may be necessary due to length, non-factual information, or other guidelines not adhered to. This can be agreed upon by the designated Leon Valley staff members.

11. If a City Councilor's article is edited, the author may ask that the article be pulled from the Lion's Roar altogether.

12. A in memoriam section is allowed in the Lion's Roar, not to exceed one page. The person should be a Leon Valley resident. The memoriam should not be staffed originated.