

Passed: May 10, 2010  
By: Conway

RESOLUTION 2010-06

RESOLUTION ESTABLISHING EDITORIAL APPROVAL PROCESS FOR  
AMBERLEY VILLAGE WEBSITE, NEWSLETTER AND COMMUNITY  
SAFE SYSTEM

WHEREAS, the Public Outreach Committee has met and recommended policies that will pertain to any and all articles and information for publication on the newsletter, website and community safe system, and

WHEREAS, the purpose of the policies is to ensure any and all articles and information for publication have been reviewed, edited and approved,

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF AMBERLEY VILLAGE, STATE OF OHIO, seven (7) members elected thereto concurring,

SECTION 1:

- 1) Proposed material for the website is subject to approval processes as follows:
  - a) Articles that report on projects or initiatives already approved by Council may be approved by 2/3 majority of the Village Manager, Mayor, and Public Outreach Chair.
  - b) Articles other than those described in Section (1) (a) above are to be circulated to all members of Council and the Village Manager for review. Any comments on an article should be directed to the webmaster within 48 hours. After the 48-hour comment period, approval to publish on the website is given by 2/3 majority of the Village Manager, Mayor, and Public Outreach Chair.
- 2) In cases where immediate communication is needed, such as a power line down or gas line break, the Police Chief and/or the Village Manager can authorize publication of website information.

SECTION 2:

- 1) At least six weeks in advance of the publication date of the Amberley Village News, the Public Outreach Committee shall meet to determine articles needed, assign them to individual writers, and set deadlines. The Public Outreach Chair/Newsletter Editor shall communicate assignments and deadlines to the writers and all Council members.
- 2) Copy shall be submitted to the Public Outreach Chair/Newsletter Editor by the stated deadline.
- 3) The Public Outreach Chair/Newsletter Editor shall read/edit the articles and circulate them to all members of Council and the Village Manager and indicate

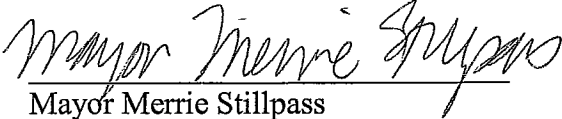
the deadline for their review. Any comments should be directed to the Public Outreach Chair/Newsletter Editor.

- 4) After the comment period, the Public Outreach Chair/Newsletter Editor shall finalize the copy and convey all materials to the graphic designer.
- 5) The Public Outreach Chair/Newsletter Editor shall circulate the final newsletter layout to the Public Outreach Committee and the Mayor for review before releasing the final version to be printed.

SECTION 3: The Community Safe Phone Notification System is to be used only to communicate information that must be conveyed to large groups of residents within a short timeframe. Messages may be sent to all residents or specific groups of residents, as indicated by the circumstances. Examples of this kind of information include emergencies, such as a chemical spill or an Amber Alert, or more limited situations such as broken water pipes in a particular area. Additionally, actions of Council or administrative decisions having immediate impact may also be communicated on the system. The Village Manager and/or the Chief of Police are to determine what constitutes an emergency and whether a message needs to be sent. They shall approve the message content in emergencies. For non-emergency messages, the text will be sent to all Council members and the Village Manager with a stated deadline for review. Once the deadline is reached, approval to send the message is given by the Mayor and Village Manager.

SECTION 4: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

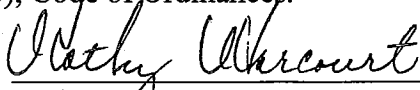
Passed this 10<sup>th</sup> day of May, 2010.

  
Mayor Merrie Stillpass

Attest/

  
Kathy Harcourt

I, Clerk of Council of Amberley Village, Ohio, certify that on the 10 day of MAY, 2010, the foregoing Resolution was published pursuant to Article IX of the Home Rule Charter by posting true copies of said Resolution at all places of public notice as designated by Sec. 31.04 (B), Code of Ordinances.

  
Kathy Harcourt