

BCN Policy

Passed by Residents' Council on Oct. 30, 2018
amended by Residents' Council June 3, 2020

A. Overview

The Bain Community Newsletter (BCN) is produced by the BCN Committee under the auspices of Residents' Council (RC). RC is the publisher of the BCN.

This Policy applies to activities of the BCN Committee and RC in producing the BCN.

Content of BCN

1. The BCN covers community news, subjects of broad interest and importance to its readers, announcements, programs, events, stories about members of the community, advertising, balanced coverage, editorials, columns, Letters to Editor.

Purpose

2. The newsletter is intended to offer readers variety and a fair, informed and balanced view of news and events relevant to the community.

Community Focus

3. The BCN will focus on positive and uplifting news with a view to building community. It seeks to support the Bain community in its understanding of Co-op and local issues. The trust and the respect of the community depend on editorial integrity and responsibility.

Inclusiveness

4. The BCN seeks to be inclusive of all individuals and groups within the community. It endeavors to use a range of avenues to engage the community in the making of community news. This will include encouraging writers and other individuals from the community to submit their stories, images and letters.

Editorial Discretion

5. Letters and stories may be edited to ensure accuracy and readability, for understanding, for legal, clarification, space or other reasonable reasons. The BCN has the right to edit submitted material for style, length and accuracy.

B. BCN Committee

Composition and Term

1. The BCN Committee is composed of 3 to 7 volunteer members who have been approved by RC.

A Committee member's term is two years; after that they may seek reappointment.

Assigned Roles

2. Members of the Committee are to be assigned defined tasks: editor, copy editor, reporter, columnist, layout artist, printing and circulation, etc. Each job could be assigned to a particular Committee member or members could share them.

Chair

3. The Committee shall elect a Chair who, as Editor-in-Chief, will be responsible for ensuring that the Committee is effectively composed and that deadlines are met and vetting takes place if required. Election of the Chair must take place every year. The Chair will provide RC with a brief written report on the Committee's activities at least every two months.

Resources and Authority

4. The Committee is responsible for the creation and distribution of the newsletter. The Committee shall not instruct Co-op staff to assist them without the written permission of RC.

RC will provide the Committee with use of copying facilities including paper, on condition that that it is satisfied that this policy is being adhered to.

The BCN Committee, under the guidance of this Policy and direction from RC, has editorial responsibility.

Role of RC

5. As publisher of the BCN, RC has final say on any decisions regarding the newsletter. One or more members of RC may act as liaison with the BCN Committee. The liaison(s) are not members of the Committee but may advise and instruct the Committee on behalf of RC.

Frequency of Publication

6. Ideally the BCN will be published at least monthly. If that is not workable, then publication shall happen at such intervals as the Committee finds possible and appropriate.

Deadlines

7. The deadline for submissions for the next issue shall be prominently displayed in each issue. The deadline should usually be at least 7 days before publication to allow for vetting of articles, consultations or revisions.

C. Editorial Policy

Accuracy Standard

1. BCN has a duty to ensure that its published news and information is accurate according to the recognized standards of objective journalism. Reasonable efforts must be made to ensure accuracy in all fact-based content. This may include, wherever possible, contacting organizations and individuals to offer comment on news where it is known a story may involve them.

Fact v. Opinion

2. The BCN accuracy standard described in the preceding paragraph applies to assertions of fact, not to expressions of opinion. But, to the extent that opinion purports to be based on facts, those facts must be accurate. If in an opinion piece a person or entity is named, that person or entity should be consulted in the writing of the piece and they must be given an opportunity to respond.

Code of Conduct

3. The trust in and respect for the Committee depends on editorial integrity. The BCN Committee, under the guidance of this Policy, has editorial responsibility.

Members of the Committee should strive to promote and adhere to the following values:

- honesty and trustworthiness;
- adherence to accuracy and fairness;
- avoidance of personal biases influencing the reporting of an issue;
- presentation of both sides of an issue;
- seeking the opposing view from the appropriate sources;
- recognizing and disclosing conflicts of interest.

Photographs

4. Photos are not to be altered in any way that would mislead the public. All photos are to carry a photo credit. All composite images must credit the designer who altered the image for visual effect.

Sources

5. All sources must be named if they are quoted in a written piece. Use of anonymous sources is only allowed in circumstances where there is strong reason to do so, and then one must identify the reason for doing so, e.g. "Mary Lou - last name withheld to protect identity of her children."

Public Interest v. Privacy

6. BCN seeks to balance individuals' interest in privacy with the public interest in information and freedom of expression.

Word Limits

7. Articles submitted to the BCN by community members must not exceed 600 words.

Letters to Editor

8. Letters to the editor may be published if they are of interest to the Bain community or in response to an item published in the paper. A letter may be no longer than 300 words and must be signed. It should also include name, address and daytime phone number or email address, which are not to be published but used for verification purposes only. The BCN reserves the right to refuse to publish any letter, to edit for brevity while preserving the meaning, and to limit the number of letters published in any edition.

Corrections

1. Any mistake that is published in the newsletter must be corrected at the first available opportunity and with appropriate degree of seriousness.

Approved by Residents' Council on June 3, 2020