# DVCA Website Policy

The purpose of this policy is to set clear guidelines regarding publication and administration policies and procedures for the Dayton Valley Community Association (DVCA) website.

- **Content and Submissions**
  - The primary purpose of the DVCA website is to promote community development by providing DVCA committees and board members the opportunity to publish information regarding community work and items of public interest. The following guidelines are intended to provide equitable and standardized publication procedures to ensure that the DVCA website updates, upkeep and maintenance are accurate and reflect activities of interest that are focused on the Dayton Valley Community and provide information to assist homeowners and promote community.
- **Content Approval**
  - The Newsletter & Website (N&W) Committee shall have the ability and responsibility to reject community submissions that do not conform to these guidelines. The committee volunteers may request general edits and editorial changes to submissions in effort to publish them within the DVCA website in the most professional, effective and cost-effective manner.
  - The DVCA website Admin and N&W Committee Liaison have final editorial control of all submissions.
  - In order to maintain non-partisan publications, DVCA committee board liaisons, committee chairs or volunteers are prohibited from publishing submissions that are partisan or political, that advocate for or against one position or another in a political manner, that advocate for or against any political candidate or for or against any religious or fraternal group or organization.
- **Photography and Privacy**
  - Rights to use photos must be obtained if they are used. Homeowners, volunteers and board members' privacy will be upheld, and homeowner names, home addresses, personal phone numbers or personal email addresses will not be published.
- **Not a Substitute**
  - The association website is not to be used as a replacement in delivering formal notices required to be sent by the DVCA management company.
  - The website should also not supplement policies and procedures in place of the delivery of association related communications from the board to DVCA home owners. The DVCA website should strictly serve as a centralized location where home owners can quickly locate information between meetings.
  - The management company website is the official website of the DVCA association. However, the dvcahomeowners.com website will provide all legally required internet functions that are required by NRS 116 in the event that the community management company's website is not available.
- **Publication Procedures**
  - Articles, advertisements and other information submitted for publication on the DVCA website are published at the determination of the N&W Committee, DVCA website Admin and N&W Committee Board Liaison.
  - The N&W Committee Liaison reserves the right to request the DVCA Board to advise on materials submitted for publication.
  - If the board has issues with website content, the N&W Committee Chair or Liaison will attempt to resolve the issue. If the issue cannot be resolved ahead of publishing, the submission in question will be omitted and discussed at the next board meeting.
- **Violation of Website Rules**

  If a board member or committee chair violates any of these website rules, the N&W Committee reserves the right to do one or all of the following:
  - The N&W Admin or Website Admin, will draft an Incident Report and send it to the entire board for board discussion, awareness, and transparency of the incident/issue. (see attachment for blank Incident Report).
  - Ask for a re-submission, but if it doesn't meet N&W policies, then the submission will be omitted from the website until it meets the website standards.
- **Frequency and Format**
  - The N&W will aim to update the website as needed.
  - The N&W will oversee the UX for the DVCA website.
  - The N&W Committee reserves the right to draft a summary of community events or information
  - The N&W Committee reserves the right to hold back, delay or not even publish a website update, if there is a request for board discussion.

- If website updates are delayed or canceled an update will be made to the DVCA board, by email to the N&W Liaison or Chair.

- **Website Admin Policy:**
  - There will only be a single person assigned to the DVCA Website admin role.
  - A backup Admin can be assigned, but will work in sync with the Website Admin before any changes, updates or maintenance is attempted. Communication before and after any log-in to the website, is required with the Website Admin
  - An emergency contact will be assigned for a backup of knowledge to the DVCA website Admin log in credentials.
  - Sub-admin roles will be considered by N&W Liaison and Website Admin, in an individual case or scenario, and will be communicated to the board.
  - The person assigned to the Website Admin, back-up Admin role and the emergency contact role will be proposed by the N&W Committee and requires board approval.

| | **Website Content Policies** | **Edit Needed** |
|---|---|---|
| 1. | Professional | |
| 2. | Respectful | |
| 3. | Informative (helpful community information) | |
| 4. | Short in Length and concise | |
| 5. | No homeowner names on the website | |
| 6. | Official Communications for home owners need to be made directly by Management | |
| 7. | Aligns with NRED/NRS | |
| 8. | No declarative statements regarding CC&Rs without clearly established precedent or recent legal opinion to support. CCR&Rs that need to be interpreted subjectively will require board discussion | |
| 9. | No editorial submissions | |
| 10. | No Phone Numbers or personal identifying information of board members or homeowners. | |
| 11. | Prohibited- Political Biases, Rants, Criticism, Personal Opinions as representing as the community views, Community Gossip | |
| 12. | Prohibited- Content that promotes or advertises, product/services, brand or individual | |
| 13. | Prohibited- Images of children without parental consent | |
| 14. | Prohibited- Copyrighted or trademarked content (such as images) | |
| 15. | Prohibited- Personal Information | |
| 16. | Prohibited- Content related to confidential or proprietary business information | |
| 17. | Prohibited- Content that encourages or conducts any activity that is offensive, harmful, or illegal in any way | |
| 18. | Prohibited- Any type of discrimination (at the sole discretion of the association) | |
| 19. | Prohibited- Content that fosters, advocates, or perpetuates discrimination based on a person's race, religion, gender, color, national origin, age, sexual orientation, marital status, familial status or disability | |
| 20. | Prohibited- Content related to confidential association business (such as vendor negotiations or contracts). Examples must be public information. | |
| 21. | Prohibited- Spam, Click-baits, Links to files that contain viruses | |
| 22. | Prohibited- Personally attacking specific groups, board members or individuals or deliberately disorderly comments meant to abuse, harass, threaten, or intimidate (i.e. trolling). | |
| 23. | Prohibited- Campaigning for a candidate in submissions | |
| 24. | Prohibited- Using innuendo to push a personal opinion, bias, false accusations, or alter perceptions or context to board business or try to influence home owner's opinions. | |
| 25. | Prohibited- Profane, offensive, defamatory, or violent in any way | |
| 26. | No paid advertising until Newsletter & Website Committee proposes an advertising plan | |

**DVCA Website Incident Report (Template)**

**Date:**
**Time:**

1. **Incident Report:**
   *(Describe Incident)*

2. **Background:**
   *(Describe the Policy or Procedure in question)*

3. **Temporary Action Taken:**
   *(Describe the Temporary Action Taken)*

4. **Request For Next Steps:**
   *(Request Next Steps)*

**Submitted By:**
**Submitted To:**