



## Policy 2017-002

### Posting Letter to the Editor Submissions to WestfordCAT News Online

#### General Purpose

To clearly state WestfordCAT's guidelines for accepting and posting submitted content from the public to our WestfordCAT News Online website.

#### Policy

Effective October 1, 2017 and continuing forward from that date, the Board of Directors of Westford Community Access Television shall require that submitted content to be posted on the WestfordCAT News Online website adhere to the following guidelines:

1. Submitted letters must be no more than 400 words. The editor reserves the right to request a revision to meet the word limit or to pare the submission.
2. Letters must be written and submitted by a resident of Westford in order to be posted on the WestfordCAT News Online website. Exceptions are rare and require valid reasons.
3. Letters must be submitted directly from the writer's email account or mailed to 487 Groton Road, Unit B, Westford MA 01886, with an original signature.
4. Submitters must provide their first and last names, a full address and a daytime phone number where they can be reached.
5. A two-day lead time is required for a letter to be posted online.
6. The editor reserves the right to reject a submission for any reason.

The Board of Directors has accepted this policy, as of this 28<sup>th</sup> day of September, 2017.

  
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Tracey Tebrow, Clerk