

WOODHAVEN UNITES, INC.

GOVERNANCE PACKET

Independent. Transparent. Resident-Led.

DRAFT - July 27, 2026

This packet is for organizational planning, public review, and attorney review. It has not been formally adopted. The revised bylaws include independence provisions for current and recent WNA/WCD officers, elected officials, active candidates, and covered campaign personnel.

Mission

Woodhaven Unites exists to ensure that every resident has access to accurate information, meaningful opportunities to participate, and confidence that community decisions are made openly, fairly, and in the public interest.

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Each document is a draft until formally adopted by the initial Board or voting membership, as applicable.

1. FOUNDING CHARTER AND BYLAWS

PREAMBLE

We, the residents and supporters of Woodhaven, establish Woodhaven Unites to strengthen our neighborhood through openness, civic engagement, factual information, and mutual respect. We believe every resident deserves timely information, meaningful opportunities to participate, and confidence that decisions affecting the neighborhood are made fairly, transparently, and in the public interest. We adopt this Charter as our commitment to democratic governance, ethical leadership, financial stewardship, resident participation, and service to the community.

ARTICLE I - NAME, STATUS, AND GUIDING PRINCIPLE

Section 1. Name.

The name of the corporation is Woodhaven Unites, Inc. (the "Corporation" or "Woodhaven Unites").

Section 2. Status.

The Corporation is a Texas nonprofit corporation intended to operate as a social-welfare organization under Section 501(c)(4) of the Internal Revenue Code. Incorporation does not by itself establish federal or state tax exemption.

Section 3. Guiding principle.

Woodhaven Unites believes strong neighborhoods are built through informed residents, open government, respectful disagreement, fair elections, ethical leadership, and transparent decision-making.

ARTICLE II - PURPOSES AND POWERS

Section 1. Mission.

Woodhaven Unites shall educate, inform, organize, and advocate for residents of Woodhaven; promote transparency and accountability in public institutions and community organizations; encourage meaningful participation in decisions affecting Woodhaven; and promote the common good, civic betterment, and quality of life of the community.

Section 2. Activities.

- Explain zoning, platting, tax increment financing, public expenditures, infrastructure, public safety, and other civic matters.
- Obtain, analyze, preserve, and publish public records and primary-source documents.
- Hold public meetings, educational programs, resident surveys, forums, and community discussions.
- Advocate before governmental bodies and communicate positions on matters affecting Woodhaven.
- Support preservation of neighborhood history, character, natural features, property values, and quality of life.
- Collaborate with residents, businesses, public officials, schools, nonprofit organizations, and other community stakeholders.

Section 3. Nonpartisanship.

The Corporation may advocate on public issues and legislation. To protect its independence, the Corporation shall not endorse or oppose candidates for public office, make campaign contributions, or coordinate with a candidate campaign unless these bylaws are amended after legal and tax review. It may host neutral candidate forums and publish nonpartisan voter education.

ARTICLE III - MEMBERSHIP

Section 1. Resident Voting Members.

Any individual age eighteen or older whose primary residence is within the Woodhaven boundaries may become a Resident Voting Member, whether the individual owns or rents the residence. Each Resident Voting Member is entitled to one vote.

Section 2. Business Voting Members.

A business with a bona fide physical place of operation within the Woodhaven boundaries may become a Business Voting Member and designate one natural person to exercise one vote on behalf of the business. Affiliated businesses operating from the same location shall collectively receive one vote unless the Board determines they are genuinely separate operations. A business representative may not hold elected office unless independently eligible as a Resident Voting Member.

Section 3. Community Supporting Members.

Nonresident property owners, former residents, neighborhood alumni, community supporters, civic organizations, and others with a legitimate connection to Woodhaven may become Community Supporting Members. Supporting Members may attend meetings, receive notices, speak during public comment, volunteer, donate, and serve on committees when appointed, but may not vote or hold elected office.

Section 4. No financial barrier.

Membership shall be free. Donations and voluntary contributions may be accepted, but no person shall be denied membership, voting rights, or participation because the person does not make a contribution.

Section 5. Registration and effective date.

Membership becomes effective upon submission of an application certifying eligibility, subject to reasonable verification. Voting rights begin on the thirtieth day after membership registration. A person may join, attend, and participate immediately during the waiting period but may not vote. The Board may establish a one-time founding-member exception for persons registered before the first public membership meeting.

Section 6. Neutral administration.

Membership shall not be granted, delayed, suspended, or denied because of an applicant's viewpoint, support for a candidate, position on a neighborhood issue, criticism of the Corporation, or relationship with any officer.

Section 7. Boundaries.

The initial service area is the Woodhaven area of Fort Worth generally bounded by Randol Mill Road on the north, Interstate 820 on the east, Interstate 30 on the south, and Woodhaven Boulevard

on the west. The Board may recommend clarifications, but a material boundary change requires member approval.

Section 8. Suspension or termination.

Membership may be suspended or terminated only for material falsification of eligibility, serious misconduct that threatens safety or operations, or repeated violation of adopted conduct rules. The member must receive written notice, the factual basis, and a reasonable opportunity to respond. A two-thirds vote of disinterested directors is required, and the member may appeal to the membership.

ARTICLE IV - MEMBERS' RIGHTS AND RESPONSIBILITIES

Section 1. Rights.

- Timely notice of membership meetings and votes.
- Equal access to voting methods and election information.
- Access to governing documents, approved minutes, budgets, financial reports, policies, and nonconfidential organizational records.
- Reasonable opportunity to speak, submit proposals, petition the Board, nominate candidates, and run for office if eligible.
- Respectful treatment regardless of viewpoint.
- Privacy of personal contact information and secret ballots.

Section 2. Responsibilities.

Members shall communicate respectfully, provide accurate eligibility information, comply with lawful meeting rules, protect confidential personal information, and avoid representing personal opinions as official positions of Woodhaven Unites.

ARTICLE V - BOARD OF DIRECTORS

Section 1. Authority and fiduciary role.

The Board is entrusted with managing the affairs of the Corporation consistent with this Charter, member-approved positions, applicable law, and the Corporation's duty to the community as a whole.

Section 2. Size and baseline eligibility.

The Board shall consist of not fewer than five and not more than nine directors after the first annual election. All elected directors must be Resident Voting Members in good standing. The initial Board may consist of at least three directors as required for formation.

Section 3. Independence and additional director qualifications.

To preserve the independence of Woodhaven Unites, the following additional qualifications and disqualifications apply equally and without regard to political party, viewpoint, or position on any neighborhood issue:

- (a) WNA and WCD officers.** No person may be nominated, elected, appointed, or continue to serve as a Director while serving as an officer of the Woodhaven Neighborhood Association ("WNA")

or Woodhaven Community Development, Inc. ("WCD"), or during the twelve-month period immediately following the conclusion of such service.

- (b) Public office.** No person may be nominated, elected, appointed, or continue to serve as a Director while holding an elected federal, state, county, municipal, school-district, special-district, or other governmental public office, or during the twelve-month period immediately following the conclusion of such elected service.
- (c) Candidacy and campaign leadership.** No person may be nominated, elected, appointed, or continue to serve as a Director while actively seeking election or reelection to public office, or while serving as the campaign treasurer, campaign manager, or a paid campaign employee with managerial or policy-making authority for a candidate. The ineligibility continues for twelve months after the candidacy or covered campaign role ends.
- (d) Definitions.** For purposes of this section, "officer" includes a president, vice president, secretary, treasurer, and any person serving in an acting, interim, or substantially equivalent officer position. A person becomes a candidate on the earliest of filing an application for a place on the ballot, publicly announcing a candidacy, or soliciting or accepting campaign contributions for that candidacy.
- (e) Membership and participation preserved.** A person who is ineligible to serve as a Director under this section may otherwise qualify for membership, attend meetings, speak during public comment, receive information, participate in neutral candidate forums, and serve in non-governing volunteer roles under the same published rules that apply to others.
- (f) Automatic vacancy and certification.** A Director who becomes ineligible under this section automatically ceases to be qualified to serve, and the position becomes vacant upon the event causing ineligibility. Each Director shall certify eligibility upon nomination or appointment, annually thereafter, and promptly after any material change.

Section 4. Terms and limits.

Directors serve staggered two-year terms. No director may serve more than three consecutive full terms without a one-year break. Service of less than one year to fill a vacancy does not count as a full term.

Section 5. Meetings.

The Board shall meet at least quarterly and may meet more frequently. Regular meetings shall be open to members and, when practical, to the public. Remote or hybrid attendance is permitted. Notice and an agenda shall ordinarily be published at least seven days in advance.

Section 6. Quorum and voting.

A majority of directors then in office constitutes a quorum. Unless a greater vote is required, Board action requires a majority of directors present and voting. Directors may not vote by proxy.

Section 7. Executive sessions.

The Board may enter executive session only for attorney-client privileged advice, pending or threatened litigation, sensitive personnel matters, negotiations in which public disclosure would materially harm the Corporation, or protection of personal information. The motion must state the

general category, no final action may be taken in closed session, and the resulting vote must occur in open session.

Section 8. Vacancies.

The Board may fill a vacancy by majority vote until the next annual election. A vacancy in more than one-third of the elected seats shall trigger a special member election unless the annual election is within ninety days.

Section 9. Removal and recall.

A director may be removed for serious misconduct, undisclosed conflict, breach of fiduciary duty, repeated unexcused absence, or material violation of these bylaws after notice and an opportunity to respond. The Board may recommend removal by a two-thirds vote of disinterested directors, but final removal shall be decided by the voting members. A petition signed by twenty-five percent of eligible voting members shall require a recall election. Loss of eligibility under Section 3 creates an automatic vacancy and does not require a removal vote.

Section 10. Compensation.

Directors and officers shall not receive compensation for board service. They may be reimbursed for reasonable, documented, preapproved expenses. Any compensated service outside board duties requires conflict disclosure, disinterested approval, and documentation that the arrangement is fair and reasonable.

ARTICLE VI - OFFICERS

The officers are President, Vice President, Secretary, and Treasurer. The Board elects officers annually from among the elected resident directors who remain eligible under Article V. No individual may hold more than one office simultaneously, except temporarily during a vacancy for no more than sixty days.

President.

Facilitates meetings, supports implementation of Board decisions, serves as a principal public spokesperson, and ensures that governance deadlines are met. The President does not have unilateral authority to bind the Corporation.

Vice President.

Performs the President's duties when needed and oversees assignments delegated by the Board.

Secretary.

Maintains corporate records, membership records, meeting notices, agendas, minutes, resolutions, and required filings.

Treasurer.

Oversees accounts, bookkeeping, receipts, payments, financial reporting, budgets, and tax filings subject to Board controls.

ARTICLE VII - MEMBERSHIP MEETINGS AND MEMBER ACTION

Section 1. Annual meeting.

An annual membership meeting and election shall be held each year on a date set by the Board with at least thirty days' notice.

Section 2. Special meetings.

A special membership meeting may be called by the Board or by a petition signed by ten percent of eligible voting members. The petition must state the purpose. Notice shall ordinarily be given at least ten days in advance.

Section 3. Remote and hybrid participation.

Membership meetings shall be conducted in person, remotely, or in hybrid form as reasonably accessible technology permits. Members participating through an approved remote system are deemed present for quorum and voting when identity can be reasonably verified.

Section 4. Quorum.

A quorum for a membership meeting is ten percent of eligible voting members or twenty-five eligible voting members, whichever is less, provided that at least ten eligible voting members are present. The Board shall review this threshold annually as membership grows.

Section 5. Member initiatives.

A petition signed by ten percent of eligible voting members requires the Board to place the identified issue on a meeting agenda. A petition signed by twenty percent requires a membership vote on the issue, unless the proposed action is unlawful or beyond the Corporation's authority.

Section 6. Proxies.

Proxy voting is prohibited. Members may vote through approved electronic or absentee methods without appointing a proxy.

ARTICLE VIII - ELECTIONS

Elections shall be conducted under the Election Code adopted with these bylaws. The controlling principles are equal access, secret ballots, objective eligibility verification, independent administration, secure electronic and in-person voting, published totals, and a defined challenge process. Every candidate for Director must satisfy Article V, Sections 2 and 3 by the nomination deadline and throughout the term of office.

ARTICLE IX - COMMITTEES

Section 1. Standing committees.

The Board may establish committees, including Government Transparency, Community Engagement, Finance and Audit, Membership and Elections, Planning and Development, Public Safety, History and Preservation, and Communications.

Section 2. Open participation.

Committees should include members with varied viewpoints and relevant experience. Supporting Members may serve unless the committee exercises Board-delegated authority or handles confidential records.

Section 3. Limits.

No committee may bind the Corporation, spend funds, issue an official position, or enter a contract unless expressly authorized by the Board.

ARTICLE X - FINANCE AND STEWARDSHIP

Section 1. Fiscal year.

The fiscal year is January 1 through December 31 unless changed by Board resolution.

Section 2. Budget.

The Board shall adopt and publish an annual budget. Material unbudgeted expenditures shall be explained in the minutes and reflected in the next financial report.

Section 3. Accounts and approvals.

Funds shall be maintained in accounts titled in the Corporation's name. No organizational funds may be held in a personal account. Disbursements above a threshold set by policy require two authorized approvals. Supporting documentation is required for every expenditure.

Section 4. Reports.

The Treasurer shall provide a financial report at each regular Board meeting and quarterly to the membership. Annual statements, the approved budget, and required federal filings shall be posted publicly, with personal and banking information redacted.

Section 5. Independent review.

At least annually, persons who are not check signers shall review bank reconciliations, receipts, disbursements, and reporting. The Board shall obtain an external review or audit when required by law, grant conditions, or the scale and risk of operations.

ARTICLE XI - TRANSPARENCY GUARANTEE

Woodhaven Unites shall operate under a presumption of openness. Except where confidentiality is required by law or necessary to protect personal privacy, security, privileged communications, or legitimate negotiations, the Corporation shall publish or make reasonably available its bylaws, policies, meeting notices, agendas, approved minutes, Board resolutions, annual budgets, financial reports, required tax filings, conflict disclosures, and substantive committee reports.

Draft minutes should be published within fourteen days after a meeting and marked as draft until approved. Approved minutes should be posted promptly after approval. Records requests from members should ordinarily receive an acknowledgment within five business days.

ARTICLE XII - ETHICS AND CONFLICTS OF INTEREST

Directors, officers, and committee leaders shall act in good faith, disclose actual and apparent conflicts, avoid use of organizational information for private advantage, preserve member privacy, and recuse when impartial participation could reasonably be questioned. Annual written disclosures and Director eligibility certifications are required.

ARTICLE XIII - PUBLIC POSITIONS AND COMMUNICATIONS

Official positions shall be based on documented facts, member input, Board or member authorization, and clear disclosure of the process used. Public statements must distinguish fact,

allegation, opinion, and unresolved question. No individual may represent a personal view as the Corporation's position without authorization.

ARTICLE XIV - RECORDS, PRIVACY, AND RETENTION

The Corporation shall maintain accurate corporate, membership, financial, election, policy, and meeting records. Public-facing records shall protect home addresses, telephone numbers, email addresses, ballot choices, bank account information, privileged material, and other sensitive data. Records shall be retained under the adopted Records Policy.

ARTICLE XV - LIABILITY AND INDEMNIFICATION

To the fullest extent permitted by Texas law, the Corporation may indemnify a director, officer, employee, or volunteer who acted in good faith and reasonably believed the conduct was in the Corporation's best interests. Indemnification does not apply to fraud, willful misconduct, knowing violation of law, improper personal benefit, or acts outside authorized duties.

ARTICLE XVI - AMENDMENTS AND DISSOLUTION

Section 1. Amendments.

These bylaws may be amended by two-thirds of votes cast by eligible voting members after at least twenty-one days' notice containing the proposed text and explanation. The Board may make nonsubstantive corrections by two-thirds vote if promptly disclosed, but may not change member rights, election rules, transparency requirements, Board powers, Director eligibility requirements, or dissolution terms without member approval.

Section 2. Dissolution.

Dissolution requires approval under Texas law and two-thirds of votes cast by eligible voting members after at least thirty days' notice. Assets shall be distributed as stated in the Certificate of Formation.

Section 3. Parliamentary authority.

The current edition of Robert's Rules of Order Newly Revised governs procedural questions not addressed by law, the Certificate of Formation, these bylaws, or adopted policies, provided it is applied to facilitate rather than obstruct fair participation.

CERTIFICATION

These bylaws were adopted by the initial Board of Directors of Woodhaven Unites, Inc. on [DATE OF ADOPTION].

2. RESIDENTS' BILL OF RIGHTS

Woodhaven Unites recognizes the following rights as fundamental to trustworthy neighborhood governance. These rights apply to Resident Voting Members and, where appropriate, to the broader community.

The Right to Information

Residents are entitled to timely, understandable, and accurate information about organizational actions and public matters affecting Woodhaven.

The Right to Participate

Residents must have practical opportunities to attend meetings, comment, volunteer, petition, vote, and seek office.

The Right to Equal Treatment

Rules must be objective, published in advance, and applied without favoritism based on viewpoint or relationships.

The Right to Fair Elections

Elections must include secure electronic access, secret ballots, verified eligibility, independent administration, published totals, and a challenge process.

The Right to Financial Transparency

Budgets, reports, material expenditures, and required filings must be available without repeated demands.

The Right to Open Meetings

Organizational business should be conducted openly except for narrow, stated confidentiality needs.

The Right to Inspect Records

Members may inspect nonconfidential organizational records under reasonable, viewpoint-neutral procedures.

The Right to Privacy

Personal contact information, ballot choices, and sensitive records must be protected.

The Right to Respectful Disagreement

Criticism, minority views, and good-faith dissent are legitimate parts of civic life.

The Right to Accountability

Leaders must disclose conflicts, explain decisions, follow the bylaws, and remain subject to recall and removal procedures.

3. ELECTION CODE

Section 1. Annual schedule.

- **At least 60 days before election:** Board appoints a three- or five-person Election Committee.
- **At least 45 days before election:** Nominations open and election notice is published.
- **At least 30 days before election:** Nominations close unless extended equally for all offices.
- **14 days before election:** Secretary and Election Committee certify the eligible voter list.
- **At least 10 days before voting opens:** Candidate statements and voting instructions are distributed.
- **Voting period:** At least five consecutive days, including electronic voting and an in-person opportunity.
- **Within 48 hours after close:** Election Committee publishes certified totals.
- **Within 5 days after certification:** Deadline for written election challenge.

Section 2. Election Committee independence.

Election Committee members may not be candidates, campaign managers, household members of candidates, or persons publicly endorsing a candidate during the election. At least two committee members must participate in ballot reconciliation and certification.

Section 3. Voter eligibility.

A voter must be a Resident Voting Member or designated representative of a Business Voting Member whose membership became effective at least thirty days before the vote. The voter list shall show names and membership class but shall not publicly disclose private contact information.

Section 4. Voting methods.

Every election shall offer secure electronic voting and at least one in-person voting opportunity. The Election Committee may offer mail or accessible absentee ballots. All methods must use the same eligibility rules, deadlines, and ballot content. Proxy voting is prohibited.

Section 5. Secret ballot.

Ballot choices shall remain secret. Systems may record whether a member voted to prevent duplicate voting but shall not reveal how the member voted.

Section 6. Campaign fairness.

- The organization shall give candidates substantially equal access to official communication channels.
- Organizational funds, mailing lists, logos, and accounts may not be used to favor a candidate.
- Candidate statements are subject to equal word limits and neutral formatting.
- No officer may alter membership eligibility, voting methods, or deadlines after nominations open except for an emergency applied equally to all.

Section 7. Counting and reconciliation.

The Election Committee shall reconcile the number of accepted ballots, rejected ballots, duplicate attempts, and challenged ballots. The certification shall state vote totals for each candidate, total ballots cast, and any material irregularity without identifying voters' choices.

Section 8. Challenges.

A challenge must identify a specific rule violation and facts that could have affected the result. The Election Committee shall preserve records and issue a written recommendation. A disinterested review panel or the membership shall decide the challenge. The remedy must be proportionate and may include correction, recount, extension, or a new election.

4. CONFLICT OF INTEREST AND CODE OF ETHICS

Annual disclosure

Each director, officer, and committee chair shall annually disclose financial, professional, family, organizational, political, and real-estate relationships that could reasonably relate to matters before Woodhaven Unites. Disclosure does not automatically require recusal, but nondisclosure is itself a governance violation.

Required conduct

- Place the Corporation's mission and the community's welfare above personal advantage.
- Disclose actual, potential, and apparent conflicts before discussion or action.
- Do not use confidential information, membership data, public-records research, or organizational opportunities for private benefit.
- Do not accept gifts, services, or favors intended to influence organizational action.
- Do not retaliate against a member, volunteer, whistleblower, critic, or records requester.
- Correct material factual errors promptly and visibly.
- Treat residents, public officials, applicants, developers, and critics with dignity while preserving the right to vigorous advocacy.

Recusal procedure

The interested person shall disclose the relationship, answer factual questions if requested, leave the discussion and vote unless the disinterested directors determine otherwise for a compelling reason, and not attempt to influence the decision outside the meeting. Minutes shall record the disclosure, absence, and vote without publishing unnecessary private details.

Related-party transactions

A transaction involving an insider or affiliated entity requires advance disclosure, documentation of alternatives, a finding by disinterested directors that the terms are fair and in the Corporation's best interests, and a recorded vote. Competitive quotations should be obtained when practical.

Woodhaven Unites leadership pledge

I will place the mission and the community above personal interests; disclose conflicts; protect private information; follow the bylaws even when doing so is inconvenient; welcome good-faith disagreement; correct mistakes; and conduct the work of Woodhaven Unites openly, fairly, and with respect.

5. TRANSPARENCY AND RECORDS POLICY

Records published routinely

- Certificate of Formation, bylaws, policies, and amendments.
- Meeting calendar, notices, agendas, draft minutes, and approved minutes.
- Board resolutions and official position statements.
- Annual budget, quarterly financial reports, annual financial statements, and required IRS filings.
- Names and terms of directors and officers.
- Annual conflict-of-interest compliance statement and disclosures relevant to official action, with private information redacted.
- Election rules, candidate statements, voter-eligibility deadlines, certified totals, and challenge decisions.
- Substantive research reports, public-records indexes, and primary documents relied on for official advocacy when lawful to publish.

Records not published publicly

- Member home addresses, private email addresses, telephone numbers, and dates of birth.
- Individual ballot choices or authentication credentials.
- Bank account and payment-card numbers.
- Attorney-client privileged communications and attorney work product.
- Sensitive personnel, whistleblower, security, and litigation information.
- Copyrighted or legally restricted materials that the Corporation lacks authority to republish.

Member inspection requests

A member may request a nonconfidential record by identifying it with reasonable specificity and stating a proper organizational purpose when required by law. The Secretary should acknowledge the request within five business days and provide the record, a reasonable production date, or a written explanation.

Document integrity

Published records shall identify draft status, approval date, corrections, redactions, and source. Documents shall not be selectively edited in a manner that materially changes their meaning. Superseded versions shall be retained when necessary to understand the record.

Retention schedule

Record category	Minimum retention
Certificate, bylaws, amendments, minutes, major resolutions, tax-exemption records	Permanent
Annual financial statements, tax returns, audits/reviews	Permanent
Bank statements, receipts, invoices, contracts, grant records	7 years after applicable period or termination
Election records and voter certifications	At least 4 years
Membership eligibility records	Duration of membership plus 3 years
Routine administrative correspondence	3 years unless significant
Litigation, investigations, or preservation notices	Until written release by counsel and applicable periods expire

6. FINANCIAL CONTROLS POLICY

- **Banking:** All accounts must use the Corporation's legal name and EIN. At least two unrelated officers shall have view access.
- **Approvals:** No person may approve a payment to themselves. Two approvals are required for payments above \$500 or another threshold adopted in the annual budget.
- **Documentation:** Every payment requires an invoice, receipt, contract, or written explanation.
- **Reimbursement:** Requests must be submitted within sixty days and identify the organizational purpose.
- **Cash:** Cash receipts must be counted by two people when practical and deposited promptly.
- **Contracts:** Contracts above \$2,500 should receive at least two competitive quotations when practical and require Board approval.
- **Credit/debit cards:** Cards may not be used for personal expenses, cash advances, or undocumented purchases.
- **Reporting:** The Treasurer shall reconcile accounts monthly and provide transaction-level reports to the Board, with public reports redacted for privacy.
- **Whistleblower protection:** Good-faith reports of financial irregularity shall be investigated without retaliation.

Initial spending authority

Before adoption of the first annual budget, the Board may authorize reasonable formation expenses, filing fees, registered-agent fees, web hosting, insurance, banking, meeting costs, and professional services. Each authorization shall state a maximum amount and funding source.

7. RESIDENT FORUM AND PUBLICATION POLICY

Purpose

Woodhaven Unites maintains a public resident forum so people can speak to one another openly rather than through private BCC chains or selective message networks. The forum is intended to create a visible record of questions, experiences, corrections, disagreement, and community proposals.

Publication commitment

- Membership is not required to submit a viewpoint.
- Woodhaven Unites will publish good-faith submissions that meet the standards below, including viewpoints the organization does not share.
- Publication does not mean that Woodhaven Unites endorses the submission.
- The organization will clearly distinguish official Woodhaven Unites positions from resident submissions.

Verification and privacy

- A submitter must provide reliable private contact information so identity and relationship to Woodhaven can be reasonably verified.
- A submitter may choose a public display name or request publication without a full legal name when there is a legitimate privacy concern.
- Home addresses, apartment numbers, private email addresses, telephone numbers, dates of birth, and other unnecessary personal information will not be published.
- Woodhaven Unites may identify a submission as coming from a resident, renter, homeowner, business representative, nonresident owner, or other participant without publishing the exact address.

Minimum publication standards

- The submission must relate to Woodhaven, a decision affecting Woodhaven, or the conduct of an organization or public body claiming to act for Woodhaven.
- Opinion and personal experience are welcome, but factual claims should be stated accurately and supported when reasonably possible.
- Submissions may not contain threats, harassment, discriminatory abuse, doxxing, impersonation, spam, unlawful content, or private information about another person.
- Accusations of crime, fraud, corruption, professional misconduct, or ethical violations must identify a reliable factual basis. Unsupported labels may be removed or returned for revision.
- A submission may criticize public officials, developers, organizations, officers, or Woodhaven Unites itself. Disagreement is not a basis for rejection.

Editing and context

- Woodhaven Unites may correct obvious typographical errors, remove private information, add links to source documents, or shorten repetitive material without changing the meaning.
- Material edits will be returned to the author for approval before publication.

- When a submission makes a disputed factual claim, Woodhaven Unites may add a neutral editor note, invite documentation, or offer the person or organization discussed a reasonable opportunity to respond.
- The date of publication and any later substantive correction will be shown.

Corrections, responses, and appeals

- A person who believes a published submission contains a material factual error may submit a correction or response for publication.
- Woodhaven Unites will correct its own material errors promptly and visibly.
- A rejected submitter may ask for a written explanation and reconsideration by a person who did not make the original decision when practical.
- Moderation decisions will be based on this policy, not the popularity or viewpoint of the submission.

Record retention

Published submissions, corrections, and moderation records shall be retained according to the Transparency and Records Policy. Private verification information shall be protected and retained only as long as reasonably necessary.