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**PUBLIC ACCESS CHANNEL FOR  
ASHEVILLE AND BUNCOMBE COUNTY**

**OPERATING POLICIES AND PROCEDURES**

**Approved 10/26//06**

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## 1.0 Introduction

Welcome to URTV, the public access television channel of Asheville and Buncombe County, North Carolina. URTV is a public nonprofit corporation incorporated under the laws of the State of North Carolina. Its purpose is to offer the citizens and residents of Asheville and Buncombe County a means through which all residents of eligible service areas may have the opportunity to produce, cablecast, and see television programs that are of interest to, and made by and for, the community.

## 1.1 Preface

The purpose of this document is to clearly set forth the policies and procedures that govern the operation of the URTV facilities and channel. These policies and procedures are intended to encourage maximum participation in programming by individuals and organizations and to assure the fair and equitable allocation of URTV resources. As a public forum, URTV has developed reasonable constraints in program scheduling to provide public access on a first-come, first-served basis.

These policies and procedures are established by the URTV Board of Directors and administered by the staff. Policy statements as written do not amount to promises of specific treatment. The URTV Board of Directors may from time to time revise the policies and procedures. Board-approved changes will be published by the Executive Director and available for review during business hours. Efforts will be made to notify all producers of policy changes; members are responsible for keeping themselves up-to-date on current policies. If a member has questions concerning current policies and practices, he or she is encouraged to discuss them with the Executive Director.

This document describes the policies and procedures that guide training, program production, facilities, equipment and channel use, and user responsibilities. They are guided by: The Constitution of the United States of America; The Cable Communications Policy Act of 1984, as amended; the Cable Consumer Protection Act of 1992, as amended; the Telecommunications Act of 1996, as amended; other applicable federal and state laws and court decisions; URTV's Bylaws; URTV's service contract with the City of Asheville; the service agreement between the City of Asheville and Buncombe County; and the Charter Communications cable franchise documents for the City of Asheville and Buncombe County; and other municipalities within Buncombe County that may be served in the future.

## 1.2 Definitions

Advertising or Commercial Promotion: shall refer to any material that promotes any business, product, service, private school, church, or other organization, or commercial event. This includes, but is not limited to, descriptions, publicity, or endorsements of such material.

Acquired programming: shall refer to any program that does not involve a Buncombe County resident in the production of the program, but which is sponsored by a member of URTV.

Certification/certified: shall refer to the qualification of a producer, either by completing required training classes or by demonstrating proficiency, to use URTV equipment and facilities.

Channel: shall refer to the channel(s) on the Charter Communications cable system in Asheville and Buncombe County administered by URTV.

Equipment: shall refer to any and all media equipment available for the production of public access programming.

Eligible service areas: shall refer to Buncombe County.

Facilities: shall refer to the property directly related to the production of public access programming currently under control of URTV.

Fiscal year: shall refer to URTV's business accounting year which is from July 1 to June 30.

Late Night Time Slot: shall refer to program cablecast times between 11 p.m. and 5 a.m. Locally produced programming: shall refer to any program which is produced by a member of URTV.

Nonprofit Organization: shall refer to any organization that is recognized by the Internal Revenue Service of the United States as a 501(c)(3) tax-exempt organization and also registered with the State of North Carolina as a nonprofit corporation.

Obscene matter: is as defined in NCGA General Statutes Chapter 19: Offenses Against Public Morals and means any matter:

- A. which the average person, applying contemporary community standards, would find, when considered as a whole, appeals to the prurient interest; and
- B. which depicts patently offensive representations of:
  - 1) ultimate sexual acts, normal or perverted, actual or simulated;

- 2) masturbation, excretory functions, or lewd exhibition of the genitals or genital area;
- 3) masochism or sadism; or
- 4) sexual acts with a child or animal.

Nothing herein contained is intended to include or proscribe any writing or written material, nor to include or proscribe any matter which, when considered as a whole, and in the context in which it is used, possesses serious literary, artistic, political, educational, or scientific value.

Producer: shall refer to a member who signs a URTV Program Agreement accepting responsibility for the content of his or her program. Producers shall successfully complete a URTV training workshop and/or demonstrate to URTV staff a sufficient working knowledge of the available facilities and equipment.

Resident: is an individual whose principal abode (i.e. house, apartment, facility, structure) in which the individual is domiciled at least 183 nights of a calendar year is located in Buncombe County.

## 2.0 OVERVIEW

### 2.1 Organization

URTV, Inc. is a private, nonprofit 501(c)(3) organization that operates the public access channel for the City of Asheville and Buncombe County. URTV is managed by a Board of Directors (the Board), described in the URTV bylaws:

The number of voting Directors shall not be greater than eleven (11). After the initial three-year initiator/startup process the structure of the Board shall be as follows:

- Two (2) Directors shall be elected by and from the Corporation's voting members.
- Two (2) Directors shall be appointed by the Asheville City Council.
- Two (2) Directors shall be appointed by the Buncombe County Commissioners.
- A maximum of five (5) Directors shall be selected by the sitting Board of Directors.

Funding for URTV comes from management agreements between URTV and the City of Asheville and URTV and Buncombe County, and from such other sources as may be developed.

URTV mailing address and other contact information is: 31 College Place, Box 20, Asheville, N.C. 28801

### 2.2 Mission and Purposes

The mission of URTV is to empower every resident of our community by providing equal means and opportunities to create and present television programming in keeping with First Amendment principles of free speech.

The purposes of the corporation are to:

- Protect and utilize the First Amendment right to freedom of expression on the Asheville and Buncombe County cable systems;
- Promote citizen involvement, awareness, and education by providing a forum for the dissemination of information of civic importance;
- Increase community communication and media literacy by training and providing technical assistance to individuals, groups, or organizations in producing non-commercial, community-oriented programming for the designated public access channel(s) or other electronic media;
- Work with other organizations locally, regionally, and nationally to promote and develop meaningful community uses of electronic media;
- Provide sound management and financial strategies to ensure public access services;
- Ensure the availability, on a nondiscriminatory basis, and coordinate the use of designated public access resources, i.e., staff and volunteer time, equipment, facilities, and channels;
- Reflect the diversity of the community in terms of the board, staff, and users.

### 2.3 Non-Discrimination Policy Statement

No individual will be denied access to URTV equipment, facilities, or channel time on the basis of race, sex, sexual orientation, age, physical disability, religious or political affiliation, ability to pay, or nature of programming interest.

### 2.4 Role of Staff

The primary role of the URTV staff is to reach out to the community, train producers, maintain equipment and facilities, schedule programming, and bring community volunteers together in an environment that will foster the best use of public access on URTV's public access channel(s).

## **2.5 Public Records**

URTV will maintain a record of all persons and organizations granted time on the public access channel(s). The records will be maintained in a public file and will be made available for review during normal business hours.

## **2.6 Addressing the Board of Directors**

A public comment period will be available at every regular board meeting.

## **3.0 MEMBERSHIP**

### **3.1 Eligibility**

Full membership is open to 1) persons working or residing in Buncombe County, 2) nonprofit organizations, government bodies, agencies and departments, and educational institutions located in Buncombe County, and 3) other persons or entities so designated by the Board of Directors. Minors 18 years of age and under must be sponsored by a parent or legal guardian.

Non-voting membership is open to Western North Carolina residents in counties adjacent to Buncombe County (Madison, Henderson, Haywood, Yancey, McDowell, Rutherford).

Members shall be in harmony with the Corporation's purposes, abide by its Bylaws, and contribute to the Corporation in the form of membership dues or other donations as approved by the Board of Directors and amended by the Board from time-to-time.

### **3.2 Membership Categories and Annual Dues**

<b>Categories</b>	<b>Annual Dues</b>
> Persons working or residing in Buncombe County	\$35
> Persons residing in adjacent counties	\$50
> Full time students and minors with valid ID	\$10
> Nonprofit organizations or educational institutions in Buncombe County	\$75
> Nonprofit organizations or educational institutions outside Buncombe County	\$120
> Asheville and Buncombe County government bodies, agencies, departments	Complimentary
> Black Mountain, Biltmore Forest, Montreat, Weaverville, and Woodfin government bodies, agencies, departments	\$200

For nonprofit organizations, government bodies, agencies and departments, and educational institutions, the fee will allow up to 6 individuals designated by the organization access to the benefits listed below.

Persons trained under nonprofit, government, or educational membership may become individual members for an additional \$10 fee.

Membership dues may be waived on a case-by-case basis at the discretion of the Executive Director in exchange for volunteer service to URTV.

Minors 18 years of age and under must have a parent or legal guardian sign all forms and agreements and take complete legal and financial responsibility for program content, equipment, and use of other URTV resources. Additionally, minors 14 and under must have a guardian present at all times to supervise use of URTV resources.

### **3.3 Term of Membership**

Membership is effective upon payment of annual dues and continues through the end of the current fiscal year. Membership ends, but is renewable annually, at the beginning of each fiscal year. New members joining during the final quarter of a fiscal year will be considered members through the end of the following fiscal year.

### **3.4 Benefits of Membership**

Full members are entitled to the following benefits:

- The use of URTV equipment and facilities at no cost on a first-come, first-served basis, for the production of programs to be cablecast on URTV;
- The ability to submit programs for cablecasting on URTV. Programs may be produced at the URTV facilities, produced at facilities other than those of URTV, or produced by non-local producers (“acquired programming”) as long as such programs are not subject to copyright violations and meet the URTV programming guidelines;
- The opportunity to attend training classes offered by URTV:
  - Orientation session and certification classes required to use URTV equipment and facilities (offered free of charge)
  - Advanced production training classes (offered for a fee)
- Individual and student members have one (1) vote on each matter brought to the membership for a vote
- Nonprofit organizations, government bodies, agencies, departments, and educational institutions have one (1) vote on each matter brought to the membership for a vote

Nonvoting members are entitled to the following benefits:

- Access to training and/or equipment on an as-available basis, with the understanding that under general conditions, Buncombe County members have priority
- The ability to submit programs for cablecasting on URTV. Programs may be produced at the URTV facilities, produced at facilities other than those of URTV, or produced by non-local producers (“acquired programming”) as long as such programs are not subject to copyright violations and meet the URTV programming guidelines.

### **3.5 Termination of Membership**

The Board may suspend or expel a member for cause after a hearing. Upon written request signed by the former member and filed with the Board Clerk, the Board may reinstate such former member to membership upon such terms as the Board may deem appropriate.

### **3.6 Resignation**

A member is deemed to have resigned if he/she does not renew his/her annual membership. A member may resign mid-year by filing a written resignation with the Board Clerk; the resignation shall not relieve the resigning member of the obligation to pay any unpaid assessments or other charges nor shall the membership dues be refunded.

## **4.0 USING THE ACCESS CENTER**

### **4.1 Eligibility**

URTV facilities and equipment are available for use by all certified members (see 6.2 below). Anyone checking out URTV field equipment must have on file at URTV a photocopy of his/her current North Carolina driver’s license or an alternative picture ID.

Members under 18 must have a parent or guardian check out URTV field equipment.

Members under 14 years of age must be under adult supervision at all times while using URTV facilities.

Organizations and institutions, or their designees, that are not eligible for membership but that have constituents in the city of Asheville or Buncombe County may use URTV facilities and equipment at the discretion of the Executive Director.

### **4.2 Relationship between URTV and Producers**

Producers will be given a copy of these policies and procedures. To qualify for certification, producers must read this document and sign a statement indicating that they understand and will abide by these policies and procedures.

Producers, whether as individuals or on behalf of a member organization, are independent creators of programming. No producer may identify himself or herself as an employee or agent of URTV unless hired by URTV. Producers must not identify their production efforts as being "for URTV." Producers may state that their programs are "to be shown on URTV."

URTV exercises no control, beyond these policies, over production activities by producers except when they have been recruited by URTV to work on productions specifically coordinated by URTV.

#### **4.3 Facilities Scheduling**

Authorized URTV staff and/or designated volunteers are authorized to schedule facilities, equipment, and studio time or to write in the scheduling book or use scheduling software. The staff will ensure that facilities and equipment are made available equitably to all members.

#### **4.4 Studio Use**

Producers must be certified to use the studio and control room for production. Producers must have an approved program proposal to schedule studio time. Studio productions are to be scheduled during normal operating hours unless special permission is granted by the Executive Director. Live studio productions require the supervision of a staff member.

Producers may schedule a maximum of four hours per session with a maximum of eight (8) hours per week. Scheduled studio time includes time needed for set-up, taping, break-down and clean-up. Exceptions may be granted by the Executive Director or designated staff.

Producers are responsible for the behavior and actions of the crew, guests, talent, and others in attendance.

### **5.0 TRAINING**

#### **5.1 Purpose**

Production workshops are designed to ensure that producers understand the rights and responsibilities of producers and viewers and to familiarize members with proper equipment operation and the technical set-up of URTV facilities.

#### **5.2 Eligibility**

Members are eligible to attend URTV basic and advanced TV production workshops covering the use of field, studio, and post-production equipment.

#### **5.3 Class Schedules**

In accordance with availability of facilities and equipment, workshops will be offered under the direction of a URTV staff member or designee. URTV class schedules will be publicized on the URTV electronic Bulletin Boards, in the URTV facility, and, when appropriate, through public notices in newspapers and other media.

### **6.0 USE OF PRODUCTION EQUIPMENT**

#### **6.1 General Guidelines**

URTV facilities and equipment are intended for the creation of programming to be shown on the public access channel. Programs produced by members using URTV equipment shall not be for commercial or for-profit use.

Producers are encouraged to seek assistance from URTV staff in planning programs. Staff will not produce programs but can provide suggestions on technique, equipment, and production planning to help ensure a successful project.

URTV production equipment and facilities are made available to members on a first-come, first-served basis, free of charge. Producers must complete URTV forms and obtain approval before using URTV equipment or facilities. Only members who have completed appropriate workshops or have been certified by URTV staff are eligible to operate URTV equipment.

## **6.2 Certification**

Producers must be certified by URTV to use URTV equipment. Certification can be achieved by completing the required training classes or by demonstrating proficiency in the operation of the equipment. Any member who has not used URTV equipment for a 12-month period must be re-certified by demonstrating his or her competency with the equipment.

## **6.3 Equipment Availability and Scheduling**

URTV facilities are available during normal hours of operation. All equipment is reserved on a first-come, first-served basis. URTV staff shall ensure that no eligible individual or organization is granted special privileges in the use of, or is denied access to, URTV facilities or equipment.

All equipment must be scheduled and/or checked in and out by a URTV staff member or designated volunteer. An equipment check-out form with a daytime phone number indicated must be completed and signed by the member.

No more than eight hours of editing time may be reserved in any week. At the discretion of the Executive Director and if facilities are available, additional time may be made available to producers.

Producers may reserve equipment by phone or in person. Cancellation of equipment and facility reservations should be made at least 24 hours in advance of the scheduled time. A producer who repeatedly schedules use of equipment and neither fulfills the commitment nor cancels the scheduled use may face the loss of member privileges.

Each producer is responsible for ensuring that equipment checked out and facilities used are in good order after use, and that any equipment malfunctions are reported to URTV staff. Any producer checking out equipment must sign an agreement accepting financial responsibility for any equipment that is lost, stolen, or damaged while in the producer's possession.

Minors 18 years of age and under must have a parent or legal guardian sign all forms and agreements and take complete legal and financial responsibility for program content, equipment, and use of other URTV resources. Additionally, minors 14 and under must have a guardian present at all times to supervise use of URTV resources.

URTV reserves the right to adjust equipment use policies based on user demand and the availability and condition of production equipment.

## **7.0 PROGRAMMING & CHANNEL USE**

This section applies to all programming submitted for cable casting on the public access channel whether or not produced using URTV facilities and equipment.

### **7.1 Program Rights**

Producers retain the copyright to all material. Programs produced using URTV equipment must be intended primarily for cablecasting on the public access channel and URTV must have first right to cablecast the programs.

### **7.2 Program Content and Liability**

URTV encourages producers to exercise responsible expression of their First Amendment rights. Producers are solely responsible and legally accountable for the content of their programs, and as such may be subject to prosecution for the cablecast of illegal material. Each producer must sign a URTV Program Agreement whereby he or she accepts legal responsibility for the content of his or her program and provides URTV with a telephone number through which he or she may be contacted by members of the community with comments regarding the program. URTV will make this contact number available to community residents who request it.

In signing the Program Agreement, the Producer agrees

- 1) to indemnify and hold harmless URTV, the City of Asheville, Buncombe County, Charter Communications, Inc., and any members of their staffs, Boards of Directors, officers, stockholders, etc., from any and all claims, demands, damages or other liabilities which may be

- made against or arise out of the cablecasting of the program whether or not the program has been reviewed by URTV prior to cablecast, and
- 2) to pay URTV, the City of Asheville, Buncombe County, and/or Charter Communications, Inc. all legal fees and expenses incurred in connection with any legal proceedings concerning cablecasting of the program.

### 7.3 Guidelines Regarding Prohibited Programming

The following guidelines apply to all programs or messages cablecast on the public access channel administered by URTV. These guidelines are intended to ensure the use of the public access channel for purposes defined in URTV's statement of Mission and Purposes (Section 2.2). Producers should seek staff assistance in meeting these guidelines.

The following are absolutely prohibited from cablecast on or by URTV:

- Material that is obscene under federal law or North Carolina General Statutes
- Material that would subject the producer or supplier to civil or criminal prosecution under any applicable local, state, or federal law or statute governing production or presentation of obscene or indecent material, slander or libel, or invasion of privacy
- Material soliciting or promoting unlawful conduct
- Material that is copyrighted or subject to ownership or royalty rights, union residuals, or other payment (e.g. music, written works, photographs, film, video), unless the producer has obtained all necessary permission, releases, and/or licenses and made all necessary payments to authorize cablecasting of any such material
- Lotteries or contests that involve, directly or indirectly, the elements of a prize, chance, and/or consideration. *Reference section 76.213 of the rules of the Federal Communications Commission*
- Advertising material or commercial promotion of any business, product, or service
- Direct solicitation of funds.

Should a court order be issued against a program or series for any reason, the cablecast of that program or series will be suspended pending the legal decision.

### 7.4 Guidelines Regarding Potentially Objectionable Programming

The following guidelines apply to programs or messages cablecast on the public access channel administered by URTV. These guidelines are intended to achieve a balance between the First Amendment right to free speech and the cable subscriber's right to be protected from unwanted viewing of potentially objectionable material. Producers should seek staff assistance in meeting these guidelines.

URTV will cablecast programs identified as "potentially objectionable" under guidelines indicated below. Guidelines are subject to modification by the Board.

Producers are responsible for certifying on URTV forms whether their programming contains any "potentially objectionable" material according to the guidelines. Should any producer fail to properly disclose the "potentially objectionable" nature of his or her program, URTV may suspend or terminate the producer's privileges. Any suspension or termination of privileges will include the producer and all persons associated with the production of the program.

A potentially objectionable program will be cablecast only in a late-night time slot and with a viewer warning. Program providers will identify the program as potentially objectionable on the program contract, and will provide a 15-second, easily readable viewer advisory immediately prior to the beginning of the program, stating: "WARNING: The following program may contain material unsuitable for children. Viewer discretion is advised."

A program will be defined as potentially objectionable based on any of the following qualifications:

- Language: Any vulgar or colloquial expression which refers, in the context in which it is used, to sexual intercourse, masturbation, anal or oral sexual contact, human genitals, or human elimination; or disparaging or abusive language about individuals or groups based on their ethnic background, religious affiliation, sexual orientation, or physical or mental disabilities.

- Violence: Extreme acts of violence against actual people or animals, or depictions, whether real or devised electronically, of extreme violent acts in a dramatic and/or poetic manner.
- Graphic Images: Images or depictions, whether real or devised electronically, of human or animal elimination and/or mutilation; images or depictions of graphic medical surgical procedures; or disparaging or abusive images or depictions of individuals or groups based on their ethnic background, religious affiliation, sexual orientation, or physical or mental disabilities.

If a live program is intended for a general audience, and measures taken to prevent potentially objectionable material from being cablecast fail, the producer can avert its identification as a potentially objectionable program in any subsequently scheduled replays by editing out potentially objectionable material. If indecent language or images cannot be deleted, the producer must add a viewer-warning message to the program before any replays can be scheduled, and replays can be scheduled only for "Late Night" time slots.

## **7.5 Program Scheduling**

URTV accepts for cablecasting all locally produced programming that meets guidelines 7.3 and 7.4.

Priority for scheduling remains with locally produced programs. Acquired programming will be scheduled at the discretion of the Executive Director or staff designee if they are submitted by a member and are not subject to copyright violations. The submitter must provide any necessary releases and must fill out and sign an "Acquired Programming Cablecast Request Form" before such programming may be scheduled.

All programming is scheduled at the discretion of the Executive Director or staff designee. Specific time-slots will be available for programming series only, on a first-come, first-serve basis. Producers of individual programs may indicate a "preferred" time slot on their submission form.

The following guidelines will be followed in scheduling programs:

- Locally produced programming will take precedence over acquired programming.
- Scheduling of programs is at the discretion of Executive Director or staff designee.
- Producers may request, but are not guaranteed, specific times for cablecasting
- No individual producer or series will be guaranteed a permanent time slot on the URTV public channel(s) beyond a single run of a series. No series will be guaranteed to run on a particular day and/or time slot for more than 13 weeks.
- The number of repeat showings of any program will be determined by the Executive Director or staff designee based on available time slots. URTV reserves the right to preempt program repeats in favor of new programming.
- Taped series programs will be assigned a regular time slot by the Executive Director or staff designee based on the criteria of local content and non-repetition or, as needed, a quarterly lottery.
- All programs must be submitted according to the delivery schedule established by the Executive Director or staff designee. Programs not delivered in accordance with this schedule may lose their scheduled time slot.
- To maintain time slots, there may be no more than 50 percent of repeated programming during any three-month period.

## **7.6 Advertising or Commercial Promotion**

Programming aired on URTV shall not contain any advertising or promote any business, product, service, commercial event, private school, church, or other organization.

Advertising includes, but is not limited to:

- 1) descriptions, publicity or endorsements;
- 2) names, logos, locations, or commercial web site addresses, event dates;
- 3) the producer's promotion, endorsement, approval or recognition; and
- 4) commercial phone numbers.

Individuals involved in a program may indicate personal web site addresses for future contact. Nonprofits, government bodies, and educational institutions may distribute their website address and

announce their activities, events, and services including fundraising events but may not directly solicit funds as part of their program.

URTV employees who assist with the production of a program shall not receive financial compensation for their work.

Production-related expenses incurred by a URTV producer may be defrayed through in-kind contributions or financial assistance from program underwriters. All in-kind contributions must be directly related to the production.

Credit for underwriting support (goods, services, or financial support) may appear at the conclusion of the program. The credit shall be placed in the closing credits of the program and may use full or partial screen with plain background or over program video without voice-over for a maximum of 10 seconds. Underwriters shall not be thanked or recognized in the body of the program. The underwriting/support credit shall read as follows: SUPPORT FOR THIS PROGRAM HAS BEEN PROVIDED IN PART BY (business name(s)).

### **7.7 Identification of Guests**

Individuals appearing in programs may, with their permission, be identified by name only, either verbally or by electronic character generation, during the program. Reference, but not endorsement or promotion, may be made during the program to a business, organization, or other entity employing, owned by, or represented by, the producer or a guest. Violation of this policy may result in suspension or revocation of membership or member privileges.

### **7.8 Technical Requirements**

All programs must be submitted on approved URTV media and in an approved URTV format.

### **7.9 Community Bulletin Board**

URTV operates and maintains a Community Bulletin Board to announce upcoming community events. Any not-for-profit organization located in Buncombe County may submit announcements. Announcements may not be commercial in nature. Message requests must be clearly identified with an expiration or "kill" date. Unless resubmitted, no message will run for more than 21 days. URTV reserves the right to edit announcements for space. Announcements may be mailed, faxed, or e-mailed to the station.

## **8.0 SUSPENSION OF PRIVILEGES**

### **8.1 General Statement**

In order to ensure that URTV equipment and facilities remain in good working order and are used in a manner consistent with URTV's contractual obligations, URTV reserves the right to refuse access on a temporary or permanent basis to individuals who, or organizations that, violate the URTV Code of Conduct or Operating Policies or interfere with or jeopardize URTV operations. The URTV Executive Director and Board will determine the termination or length of any suspension based on circumstances and the severity of the incident(s) that resulted in the suspension. Services may also be suspended or prohibited to individuals for criminal activities off-site that may pose a danger to URTV or its operations. Suspension or termination of privileges may be appealed to the URTV Review Board as described in the Dispute Resolution and Appeals Process (Section 9. below).

### **8.2 Code Of Conduct**

Individuals and organizations using URTV facilities and channel must abide by all URTV policies regarding use of equipment, facilities, and channel for the production and presentation of their programming. All members are expected to respect the rights of the staff and other individuals in the facility and to observe a reasonable standard of courtesy. Conduct that discriminates against or degrades any person will not be tolerated. URTV reserves the right to restrict any person from using URTV facilities for violation of this or other policies that result in the disruption of URTV activities and operations. Producers are responsible for the actions of their crews. Violations of URTV policies by crew members may result in disciplinary action for the producer and the entire production crew.

Individuals who use the URTV facilities and/or channel must agree to abide by the rules described below. The following acts are prohibited:

- False information: Intentionally providing false information to URTV for the purpose of obtaining services, use of equipment, or access to channel time, or to avoid determination of facts in accordance with any URTV investigation or hearing.
- False representation: Intentional misrepresentation by a producer as a URTV employee, representative, or agent.
- Destroying or damaging property: Intentionally and/or recklessly destroying or damaging URTV property or the property of others on URTV premises or at URTV sponsored events or activities.
- Prohibited Substances: Use, possession or distribution of alcohol or any controlled substance or illegal drug on URTV premises is prohibited. {Note: The URTV Board of Directors shall have the option to make event-specific exceptions to this policy limited to the serving of wine or beer to adults only.}
- Weapons, firearms, explosives and dangerous chemicals: Use or possession of any weapon, explosives, dangerous chemicals, substances or instruments or other weapons, as defined by North Carolina General Statutes, that may be used to inflict bodily harm on another individual or damage upon URTV premises or URTV sponsored events is prohibited, except when being displayed or demonstrated in conjunction with a bona fide production, for which written permission has been granted by the URTV Executive Director.
- Harassment/sexual harassment/physical harm: Threatening, intimidating, harassing (sexually or otherwise) or physically harming another person on URTV premises or at any URTV sponsored activity or event.
- Disrupting URTV operations: Intentionally and/or recklessly interfering with the normal URTV operations.
- Smoking: Smoking is prohibited inside the URTV facilities.
- Theft or conversion: Deprivation of another person's property including URTV property or services without that individual's or URTV's authorization.
- Use of URTV name/logo: Unauthorized use of the URTV logo, name, indicia, mottoes, or symbols for any purpose without prior consent by the URTV Executive Director.
- Behavior: Engaging in lewd, indecent, erotic, or obscene behavior on URTV premises or at URTV sponsored activities.
- Unlawful acts: Engaging in any unlawful act while on URTV premises.
- Trespassing: Unauthorized entry into restricted areas.
- Improper use of facilities/equipment: Using facilities or equipment for private, commercial, or any purpose other than production of programming for cablecast.
- Dangerous behavior: Any behavior that endangers the safety of persons or property at the **media** center.

### **8.3 Disciplinary Actions**

The following will result in immediate and permanent revocation of all member privileges:

- Physical assault on URTV staff or other individuals.
- Theft, vandalism, or willful damage of URTV facilities or equipment, or the property of other individuals while attending or participating in URTV facilities or events.
- Providing false information to URTV staff regarding residence, name, or other required information.
- Falsification of legal agreements required for use of the URTV facilities and channels.
- Repeated abusive behavior.
- 

Violation of any other URTV policies may result in suspension of privileges.

## **9.0 DISPUTE RESOLUTION**

### **9.1 Dispute Resolution & Appeals Process**

Staff decisions are made on the basis of the Bylaws and the Policies and Procedures of URTV. A member who wishes to appeal a staff decision may ask the Executive Director to resolve the dispute through a mutually acceptable solution.

If the Executive Director is unavailable, the member should file a written request to meet with him or her within seven (7) days.

If within seven (7) days the dispute cannot be resolved by the Executive Director, or the Executive Director remains unavailable, a member may file a written request to meet with the Review Panel. The Executive Director will notify the chairperson of the Review Panel, and a meeting date will be set within 30 days of the receipt of the request. The member may address the Review Panel during the meeting.

The member may appeal decisions of the Review Panel by a written request for review by the Board. Decisions of the Board are final.

## **9.2 Community Advisory Council**

A Community Advisory Council (CAC) will be established to identify, promote, and encourage participation in URTV's mission across the broadest possible constituency of individuals and organizations in our community, and to provide feedback and recommendations to the URTV board regarding perceptions and needs within this community which our station might address.

The CAC will be constituted as follows:

1. There shall be a minimum of seven members of the CAC, all of whom must be local (Charter) cable subscribers. The board of URTV will strive for a representative geographical balance in appointing CAC members.
2. All CAC members will join URTV as members upon their appointment.
3. CAC members will serve for a two-year term, for a maximum of two terms.
4. CAC members will work collaboratively with the URTV board, and will participate in URTV's orientation and training within three months of their appointments. In particular, they will become familiar with URTV's Policies & Procedures.
5. The CAC will meet at least quarterly, and will record and distribute minutes of all meetings to the URTV secretary for the URTV archives and for board distribution. Meetings should be announced on the URTV Web site at least one week in advance.
6. Recommendations from the CAC should be presented in writing at least one week before any regularly scheduled URTV board meeting, and distributed to the full board.
7. Members of the CAC who are absent from two consecutive quarterly meetings, or who otherwise do not uphold the purpose and qualifications for membership, may be asked by the board to vacate their position.

I, the undersigned, have read and understood URTV's Policies and Procedures and agree to abide by them.

\_\_\_\_\_ (Please print name legibly)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date