

**FAIRHAVEN COMMUNITY TELEVISION & TECHNOLOGY CENTER  
POLICIES & PROCEDURES**



**I have received the Policies & Procedures guidelines set for by the  
FAIRHAVEN Community Television Station (FHTV)  
and agree to abide by these policies and procedures.**

\_\_\_\_\_

Name

\_\_\_\_\_

Date

# **FAIRHAVEN COMMUNITY TELEVISION - POLICIES & PROCEDURES**

Fairhaven Community Television (FHTV) is a municipal public, educational and government (“PEG”) access operation and program established to manage and operate the Public (Channel 95), Educational (Channel 09), and Government (Channel 18) access channels in the Town of Fairhaven, Massachusetts cable television system operated under the terms of the cable television license granted by the Town to the cable licensee. The mission of FHTV is to foster the development of community access television in Fairhaven. With our studio and office located at Fairhaven Town Hall, FHTV provides training, equipment and channel time to individuals and organizations in Fairhaven, MA.

FHTV is managed by a Director appointed by the Town Administrator, and employs additional full and part-time staff. Consultation on cable license issues and other matters is provided by the Fairhaven Community Television Cable Advisory Committee, whose members are volunteer and are also appointed by the Town Administrator.

The decisions of the Director, subject to any applicable appeal to the Cable Advisory Committee, are subject to review and modification by the Town Administrator. Any determination by the Town Administrator as to whether to review and/or modify a decision of the Director shall be at the discretion of the Town Administrator, and subject to any applicable law.

These policies and procedures are in addition to any local, state, or federal laws and regulations governing access television. In all cases, local, state, and federal laws supersede these policies and procedures.

## **IN SUPPORT OF OUR MISSION, FHTV IS COMMITTED TO:**

- Providing a medium for residents, organizations and other persons working or having a business in Fairhaven (“Access Users”), to communicate with other individuals, organizations and groups in Fairhaven;
- FHTV’s facilities, equipment, training classes and cablecast times are available for use by access users (defined further below) for the production of non-commercial programming, particularly, but not limited to, programming of local issues and interests;
- Establishing a broad base of community understanding, support and involvement in Public, Education and Government Access;
- Providing information, instruction and resources to ensure the effective use of the access channels;
- Assessing community interest and response to programming on the channels, ascertaining areas of need and interest, and aiding in the implementation of additional programming
- Providing sound management and financial strategies to promote continued community access to and use of the access channels;
- Participating in the development of further community uses of telecommunications and technology throughout the Town of Fairhaven, MA.
- Working cooperatively with other organizations on the local, regional, and national level to promote and develop meaningful community uses of the cable access channels

## **PEG CHANNELS**

The three P.E.G. channels overseen by FHTV are differentiated as follows:

- Channel 95 is the Public Access Channel, currently operated by the Town of Fairhaven, <sup>1</sup>and serves as the outlet for programming produced and submitted by Access Users, as well as programming produced by FHTV. Most of the guidelines listed in these Policies & Procedures pertain to access users, and to their privileges and obligations in utilizing the channel.
- Channel 9 is the Educational Channel, currently operated by the Fairhaven School Department, designated to serve the educational needs of the community. It is based in Fairhaven High School, and day-today staffing, management and funding are currently the responsibility of the Fairhaven School Department.
- Channel 18 is the Government Access Channel, currently operated by the Town of Fairhaven, and serves as the primary television outlet for the Town of Fairhaven Government. Programming time is set aside for live coverage and repeats of Fairhaven Government meetings, along with other programs concerning governmental affairs.

## **PUBLIC ACCESS POLICIES**

Access is open to all residents, organizations, and persons; working or having a business in Fairhaven and students of an educational institution in Fairhaven. Access is granted provided that the Access User adheres to the rules and regulations as stated, and completes all the necessary training and certification requirements.

FHTV 95 is the designated "Public Access Station", unless otherwise authorized pursuant to written arrangement from the Director, shall be not be cablecast on the educational or government access channel.

- Access Users are **fully responsible** for all programming material submitted.
- Access Users agree to obtain all necessary clearances from all organizations, individuals and groups as may be needed to videotape and/or cablecast material on an access channel(s).
- Access Users are responsible for the production and presentations of their programs.
- All Access Users must agree in writing to be fully responsible for the content of their programs. Such full responsibility shall include, but not be limited to, making all necessary arrangements with and obtaining all required clearances from broadcast stations, networks, sponsors, music licensing organizations, performers representatives, authors, composers, and any and all other persons or entities that may be necessary to transmit the public access user's program material on the access channel. All public access users shall indemnify and hold harmless the Town of Fairhaven, MA and its officers, directors, employees, agents and representative from any and all liability, damage, injury, judgment, including cost of defending claims (including reasonable attorney's fees) arising from or in connection with any claim for failure to comply with any laws, rules or regulation of federal, state or local government, claims of libel, slander or invasion of privacy, claims of infringement of copyright, patent or unauthorized use of any material or trademark, service mark or image, or for any other injury or damage in law or in equity claimed as a

result of or from or connected with access user's use of the access channel(s), equipment, facilities or other resources. The foregoing shall include obscenity claims as well as any and all other claims related to scheduling or programming on public access channel time.

- Access Users may be required to **provide proof of residency** or of an **affiliation with a Fairhaven business or organization** in order to ascertain their eligibility to use FHTV facilities or equipment.
- Eligible access users must either obtain instruction from FHTV or alternatively, if authorized by FHTV in its discretion, must: demonstrate proficiency in television production as determined by FHTV POLICY before utilizing FHTV resources; or (ii) engage the assistance of FHTV staff who are qualified to use the equipment.
- Facilities, equipment, and training are subject to the availability of FHTV staff to facilitate usage.
- The use of FHTV facilities and equipment is solely intended to generate programming for the PEG access channels. FHTV resources may not be utilized for: personal use without any reasonable, as determined in good faith, connection to a matter(s) of some community interest (e.g. weddings); or for the production of programming to be cablecast or broadcast on any other television station, media or social media site or platform without being originally shown on FHTV.

## Training

### Classes/Workshops

FHTV offers video production classes and/or training on an ongoing basis, subject to the availability of funding, which are open to all eligible access users. The classes and training offered include hands-on training and workshops. Schedules are listed on the community bulletin board on the public access channel and on our website, and may be listed in the local newspaper.

FAIRHAVENTV.COM.

Additional information, such as forms and fees, will be made available, including future posting on the FHTV website. Individuals and organizations wishing to take the workshops or avail themselves of training, as offered, must arrange for them on a *first-come, first-served basis*. Class sizes may be limited at the discretion of FHTV.

### Certification Requirements

Individual and organizational Access Users **must** go through a certification process and be deemed "*certified*" by an FHTV staff member in order to use each type of equipment. If you have been an access user before, but have been inactive, you may need to renew your certification.

Our workshops teach the basics for access users to assist on FHTV produced programs, videotape events, and qualify to produce their own programs.

- **Studio Production Certification** – *Ability to work as a crew-member, camera operator and/or director on studio productions.*  
**Requirements:** Attend and complete the basic studio production workshops.
- **Field Production Certification** – *Ability to use basic field cameras, microphones, and other portable accessories.*  
**Requirements:** Attend and complete the basic field production workshops.

- **Editing Certification** – *Ability to use the edit suite to edit programs.*  
**Requirements** – Field production certification, attend and complete the editing classes and produce an edited program to be shown on FHTV.

### **Credit For Prior Experience**

People with prior relevant experience in television production in the previous twelve months may be able to obtain certification by being evaluated by FHTV staff. The evaluation process may include a written and/or hands-on test, and the submission of a demo tape may also be required.

### **Restrictions on Access Users in Poor Standing**

Individuals who are in violation of FHTV policies and procedures may be denied access privileges until their situation is satisfactorily resolved in the judgment of FHTV. FHTV may also, in its discretion, deny access to anyone suspended or terminated from participating in the activities or training of another PEG access entity or otherwise in poor standing with any other community or PEG access station.

## **Equipment & Facilities**

### **Use of Equipment and Facilities**

- Individuals and organizations may use FHTV's equipment and production facilities free of charge, to produce programs to be cablecast on the public access channel.
- All Individuals and organizations are also required to attend an orientation prior to using equipment and production facilities.
- All Access Users must complete all training prior to using equipment and facilities.
- Access Users are expected to use good judgment and professional behavior at all times, including while using the studio or field equipment. Access Users must follow all studio regulations, and complete the proper forms prior to use.
- Access Users must notify staff when using equipment in hazardous settings. Access Users are responsible for damage to equipment.
- Access Users are responsible for notifying the staff of any problems with equipment.
- Access Users must not attempt equipment repairs on the equipment and may not change any wiring, connections, settings, or accessories.
- No animals are allowed in the building except for SERVICE dogs, or, with prior staff approval, as part of a production. Eating and drinking are allowed only in designated areas.
- Access Users may NOT use FHTV office equipment and supplies for sets or any other purpose. Access Users may store their own props on the premises for no more than 24 hours, and must speak to staff in advance.
- **FHTV staff is available, subject to prior authorization, for technical production or advice for those who wish to produce a show who do not have certification.** FHTV staff is not responsible and/or obligated to support or supervise any Access Users' production.

## Reservations

- An individual or organization must submit a *Series* or *Program Proposal* with FHTV staff prior to use of equipment or facilities for any program. This plan is to ensure proper production procedures are followed, and that equipment is fairly and equally available for all Access Users.
- Access Users may reserve equipment and facilities on a first-come, first-served basis.
- All reservations must be made through our producers via phone at 774-328-8828.
- Equipment Pick-Up and Reservations may be made only during the posted Equipment Reservation & Pick-Up times.
- There are limits on the number of reservations and/or hours per program for which Access Users may use any given type of equipment free of charge. Access Users must adhere to the program production plan and the allotted time provided or otherwise extended. Violations and warnings will be issued for those who fail to meet the requirements.
- All Access Users must give 24-hour notice to cancel a reservation by calling 774-328-8828.
- If a member fails to cancel, the non-use nevertheless counts toward the maximum time allotment for that program. Multiple failures to cancel a reservation may result in a suspension of such privileges for the Access User by the Director.

## Portable Equipment

- Access Users may reserve portable equipment no more than **4 weeks in advance and no later than 3 business days in advance**.
- Portable equipment may be taken out for up to 72 hours at a time and for up to 6 nonconsecutive periods, not to exceed 6 days, per finished program.
- The person who reserves equipment must pick it up and return it, unless FHTV staff approves alternate arrangements in advance.
- When signing out equipment, an FHTV staff member fills out and initials an *Equipment Check-Out Form*. Before taking the equipment, the borrower must verify that *Equipment Check-Out Form* lists all the items they are taking and contains everything the shoot will require. Access Users are encouraged to set up and test equipment before leaving the building. Access Users must sign the *Equipment Check-Out Form* before leaving FHTV premises.
- Access Users must return equipment at the time written on the *Equipment Checkout* form. Access Users cannot borrow additional equipment until they have returned all items in good working order or have paid FHTV an assessment that FHTV may levy against the borrowers for equipment damages.
- All Access Users are responsible for the equipment that is listed on the *Equipment Check-Out Form*. FHTV shall ensure that all equipment is in working order. A producer or Access User is responsible for all damage to, or theft of equipment, excluding normal wear and tear. The producer must notify FHTV immediately upon any occurrence of damage, malfunction, or theft.
- The Director shall have the right to deny on a limited basis further reservation or use of portable equipment if an Access User or Producer has on three (3) or more occasions within the past six (6) months signed out portable equipment and not produced any cablecast programming on FHTV, except when the Access/Producer provides a written statement that they are working on a program or project that requires the use of such portable equipment for a greater time period prior to the completion of the production or cablecasting of said programming.

## Editing

- Reservations for the edit suite may be made on-site at any time if a staff person is available and able to write up the reservation. If a staff person is unavailable, request for reservations must be made by email: FairhavenTV@gmail.com, [DFrates@fairhaven-ma.gov](mailto:DFrates@fairhaven-ma.gov) or by calling 774-328-0258.
  - Access Users may reserve edit time no more than **4 weeks in advance**. They may use up to 12 hours of edit time for any program. Access Users may reserve up to three (3) hours of edit time per week.
  - Access Users must check in and out with the staff person on-call when using the edit suite.
- ### Studio & Control Room – Recorded programs
- Access Users may reserve time in the studio and control room no more than **4 weeks in advance and no later than 5 business days in advance**. Regular series Access Users may establish a regular studio reservation schedule with FHTV.
  - Access Users may use the studio up to 4 times per program, per month. With a maximum of 4 hours of studio use per month per program.
  - All reservations must be received by phone at 774-328-8828.
  - The producer of record must be present for all studio sessions.
  - Access Users must check in and out with the staff person on call when using the studio. After each studio use, the person who made the reservation must fill out a *Studio Checkout Form* and give it to the staff person on call.
  - No access user may use office space or equipment without specific authorization by staff.
  - All studio productions must include the FHTV standard disclaimer. No show will air without this disclaimer placed at the beginning and end of each show.

## Programming

### Submitting Programs

Anyone who lives or works in Fairhaven may request channel time, free of charge, to broadcast a program. Producers and Access Users requesting airtime for a program must submit a *Program Proposal Form*, and complete a *Video Submission Form*.

### Responsibilities

FHTV's mission includes the promotion of ideas and speech and protection of our constitutionally guaranteed freedom of speech. FHTV encourages Access Users and local tape sponsors to use good judgment and to respect both the access center and the community at large when they submit programs for the public access channel.

Anyone requesting cablecast time:

- Must be thoroughly familiar with the program's content and shall agree to take full responsibility for all content.
- Must read, sign and be bound by the *Video Submission Form and Policy and Procedures*.
- Must take responsibility to obtain clearances and permissions, as may be needed, from any and all organizations, individuals and groups to cablecast this material on the

access channel. This includes all copyright clearances as required by law. All clearances and permissions must indemnify, defend and hold harmless FHTV, the Town of Fairhaven, and its employees and agents as set out in the fourth (4<sup>th</sup>) bullet of the Public Access Policy section, above.

- The Producer or Access Member is solely and completely liable for any false, misleading or slanderous statements in the program and is fully responsible for the program content and compliance with all applicable laws.

### **Restrictions**

Consistent with our mission to provide free and equal access, FHTV will, consistent with applicable law, not cablecast any program identified as having material that the law prohibits. The following may not be shown on the access channel:

- Advertising that promotes any commercial product or service.
- Material in violation of FCC regulations state or federal laws. The determination and enforcement of such FCC regulations or state or federal laws are within the jurisdiction of such state or federal enforcement authorities. Any material containing unauthorized use of trademark or copyright.
- Material that does not have the accompanying clearances, releases or permissions
- The person(s) submitting the program for cablecast is responsible for the contents of the program. All persons requesting cablecast time at FHTV are required to disclose, on the *Video Submission Form*, the presence of any profanity, excessive violence, nudity or explicit sexual material "Advisory Material."

Advisory Material will be aired at times deemed by the FHTV Director.

- Failure to disclose the presence of Advisory Material is a major violation of FHTV's Policies and Regulations and will result in an immediate 90-day suspension of FHTV Access and broadcasting privileges, as well as, a written warning to and verbal consultation with the person who submitted the program for broadcast. A 2<sup>nd</sup> repeated offense would result in suspension and review of access privileges.

### **Process for Submitting Programming**

- Individual programs submitted for broadcast must be accompanied by a *Video Submission Form*.
- Anyone requesting a regular broadcast slot for a series must complete a *Program Proposal Form* and schedule the slot with the Director, or Programming Supervisor. When possible, the person submitting the programs must deliver two to four programs for the series by dates agreed on in the Program Proposal Form before that time slot becomes permanent. The Program Proposal Form is renewed annually. Forms must be submitted in full by the twentieth of the month in order for the program to be added to the following month's schedule. Each FILE must be properly labeled with the producer's name, program title, series title (when applicable) and the exact length of the program.

### **Program Scheduling**

The Program Schedule is determined on a monthly basis. While FHTV will make every effort to schedule broadcast time on a first-come, first-served basis, FHTV reserves the right to determine the program schedule and prioritize schedules according to the following criteria:

- Programs produced at FHTV
- Programs produced locally, but not at FHTV



- Non-locally produced programs
- Requests for a second time slot within the same week for any of the above

Programs submitted with a running time of fifteen minutes or less will be added to a looped reel to be played periodically throughout the week.

FHTV reserves the right to determine the portion of the weekly or daily schedule to be set aside for any category of programming.

FHTV reserves the right to determine the re-broadcast or “re-run” schedule.

FHTV retains the right to preempt programming at any time in order to provide timely local programming, including live or taped special municipal events, important satellite downlinking, and so forth.

### **Series Programming and Single Programming**

Series programs are limited to no more than 60 minutes in length, except as otherwise authorized by FHTV. The number of episodes of a series per month and the time period in which a series authorization may be granted at one time are subject to the authorization and approval of the Director, however, any series may be scheduled for a maximum of one prime time slot per week. Prime time shall be defined as any time between the hours of 5:00pm and 11:00 pm daily. An Access User/producer may be limited to one (1) prime time opportunity, per show, per week, depending on scheduling demands. Those submitting programs for a Series may put their names on a waiting list for alternate time slots, pending series cancellation or airtime forfeiture. Waiting list requests are assigned according to the scheduling priority.

Each series' submitter takes responsibility for supplying new programs as specified on the *Program Proposal Form*. If FHTV does not receive a new show as specified, another program (not from the series) may take its place. If FHTV does not receive a new show within two weeks after its scheduled delivery date, FHTV will release the time slot to accommodate another series.

Single programs will be broadcast in both peak and non-peak viewing times based on availability and/ or any Advisory Materials and Disclosure Requirements. Programs will be scheduled at least three times during the first full month of broadcast.

Programs deemed unsuitable for family/children viewing will be broadcast after 10 P.M. Some materials may be unsuitable for family viewing or viewing by children such as but not limited to; adult situations, excessive profane language, nudity, excessive violence, or graphic depictions of surgical procedures.

At the determination of the Director of FHTV programming may be shown between the hours of 12:00AM (Midnight) and 5:00 AM.

### **Technical & Broadcast Requirements**

- FHTV accepts program submissions in FILE format only.

- FHTV accepts only one program per FILE TRANSFER.
- FHTV may preview the program to ensure that the submitted meets the technical and broadcast requirements. FHTV cannot and will not edit any program submitted. Submitters will be notified by phone and in writing if the FILE cannot be broadcast due to technical deficiencies.

### **Ownership**

- FHTV Access Users own their programs • Any producer can arrange limits on re-runs.
- With permission of the Access User, FHTV may also use the program for promotional purposes related to FHTV.
- FHTV will discard any personal programming FILE one-year after it was submitted.

### **Promotion**

- FHTV requires two (2) weeks' notice to list a program on the Community Bulletin Board.
  - Access Users may write and send their own press releases to local newspapers, radio stations, and other access programs.

## **Community Bulletin Board**

- A non-profit organization that wishes to communicate with cable subscribers for noncommercial purposes may submit a brief message and graphic to be shown on the public access channel's electronic bulletin board. FHTV may require such an organization to furnish their taxpayer I.D. number as proof of their non-profit status.
- Users must submit their messages two weeks in advance.
- A phone number for further information and the name of the sponsoring organization or individual must accompany all messages.
- Fairhaven, announcements take precedence over those from out of town.
- FHTV shows messages announcing events until the day after the event.
- Messages announcing ongoing services or activities show for six months, in the one-month on one month off format, from the time the message is submitted unless FHTV receives alternative instructions.

# Standards of Conduct

## Violations

Access Users are responsible for the FHTV facilities and equipment signed out to them. This includes responsibility for the actions of guests, assistants and others, and for loss, damage or theft. Users must understand that access is a privilege and service provided to the residents of Fairhaven, free of charge, to exercise their Constitutional right to express themselves in a creative, unobstructed format.

In order for these policies to be effective and to keep operations running smoothly, a penalty system has been instituted. There are two types of violations, which, if exercised, can result in restrictions on an FHTV User. The FHTV Director or designee is authorized to issue warnings and suspensions. Warnings will be in effect for one year from the date of issue.

### Major Violations

A major violation results in immediate 90-day minimum suspension of Access privileges. A second major violation will be submitted to the Director for review of access privileges. Major violations may include, but are not limited to:

- Commercial, profit-making, or personal use of facilities
- Misrepresentation of member's affiliation with FHTV
- Falsifying forms or documents
- Taking or reserving equipment without staff permission
- Abuse of equipment, including attempted repair, changing the wiring, connections, or settings, or attaching accessories
- Non-Compliance with Policies and Procedures
- Verbal abuse, physical abuse, or sexual harassment of FHTV staff or other Access Users • Consumption of unauthorized alcoholic beverages or illegal drugs on premises.

### Violations of Program Disclosure Statement

Failure to disclose the presence of Advisory Material (“profanity, excessive violence, nudity or explicit sexual material”) is a major violation of FHTV’s Policies and Regulations and will result in an immediate 15-day suspension and review of FHTV Access and broadcast privileges, a written warning, and verbal consultation.

If at any time after this first violation that person again violates this disclosure requirement for any program or series that person will be suspended from the right to submit programming for broadcast for a period of six months.

- If a different person submits the same program or series and violates the disclosure agreement, the person committing this violation will be suspended from the right to submit programming for broadcast for a period of six months.
- Any person under such suspension may submit a program for broadcast, while under suspension, if they also submit a transcript that must include the entire verbal text and a description of the actions, images and sounds of the program. The transcript must also clearly mark any material that might be subject to the disclosure requirement.

### **Minor Violations**

Minor violations result in the following series of actions within a one-year period:

- First violation: Written or oral warning
- Second violation: Written or oral warning
- Third violation: 30-day Access suspension and review.

The FHTV Director will decide FHTV's response to a member's further minor violations

Minor violations may include, but are not limited to:

- Failure to cancel a reservation within 24 hours
- Returning or picking up equipment late without notification and approval
- Mishandling equipment
- Abusing staff or other Access Users
- Eating or drinking in no-eating areas
- Failure to clean up after using the facilities

### **Appeals:**

FHTV Access Users are encouraged to resolve difficulties on the staff level. Within 10 days of an action of the staff, a member may request a meeting with the FHTV Director and then a subsequent meeting with the Director and the Staff member to resolve the situation. If further appeals are necessary, the Access User may submit a written request to the Town of Fairhaven Cable Advisory Committee.

## **Other Conditions**

### **FHTV Facility:**

FHTV, in support of its primary mission, reserves the right to determine the facility schedule. At certain times during the year, FHTV may close the facility to provide for maintenance, clean up, or installation of new equipment. All closings will be posted on the FHTV bulletin board and through notices in the newspaper. FHTV is not responsible for any loss of airtime during these closings. Producers can schedule use of the studio around these programs.

### **Misrepresentation:**

Access Users and Producers must not misrepresent themselves as employees of FHTV, or the Town of Fairhaven, MA, or as having the ability to speak for FHTV, or the Town. Such actions may result in a suspension of access privileges.

**Facility Upkeep:**

No animals are allowed in the building except for service animals or as part of a production. Smoking is not allowed anywhere in the building. FHTV Access Users must obey all studio safety and procedure regulations. No outside food or drink is allowed in the FHTV control room or studio.

**Right to Refuse:**

FHTV staff reserves the right to refuse the use of its facilities to any individual who appears to be under the influence of alcohol or drugs or who interfere with the orderly conduct of business.

**Indemnification:**

Users of the access channels shall indemnify FHTV, the cable operator, and the Town of Fairhaven, MA and its employees, agents or servants against any and all liabilities arising out of any use of facilities, equipment and other resources or out of breach of the Operating Policies and Procedures.

**Interpretation:**

Where the implementation of these procedures is subject to interpretation, decisions shall be at the discretion of the FHTV Director, or designee.

**Amendments:**

The FHTV Director reserves the right to amend these policies on an ad hoc basis. Current policies are available upon request.

**Unusual Situations:**

Any situation in which there is not an operating rule or procedure will be temporarily governed by the judgment of the Director or staff person on duty and the issue referred for discussion by FHTV staff.

**Suggestions and Ideas:**

Access Users are encouraged to submit ideas and suggestions to any FHTV Staff member or the FHTV Director.

## **GOVERNMENTAL ACCESS POLICIES**

Channel 18 is the designated "Governmental Access Station." It is set aside for municipal programming, including but not restricted to coverage of FAIRHAVEN government meetings, other governmental meetings, and programs concerning governmental affairs. Programs submitted by access users are to be shown on Channel 95, the Public Access station, and no exceptions will be made except at the discretion of the FHTV Director.

### **FAIRHAVEN Meetings**

FHTV provides live coverage of FAIRHAVEN government meetings, including meetings of the committees, and any other special citations or public hearings that may be called. FHTV also repeats the meetings throughout the week during which a given meeting is held, and may be extended thru the

ensuing weekend. Meetings are shown in their entirety, with no editing or deletions, excepting recesses or for technical reasons beyond our control. Meeting coverage will supersede any other scheduled programming.

### **Governmental Affairs Programming**

Channel 18 is also utilized for the cablecast of governmental affairs programs, including full-length programs as well as public service announcements, produced at FHTV or elsewhere. City of FAIRHAVEN department heads, acting in their official capacity, may elect to use the channel to disseminate any programming, proclamations, or announcements in the conduct of their business. FHTV will provide technical assistance to the best of its ability, at the discretion of the FHTV Director. Whenever possible, FHTV will also air programs submitted by other state and federal officials on Channel 18.

### **Channel 18 Bulletin Board**

The Channel 18 Bulletin Board is generally reserved for notices concerning official government business, and solicits announcements from city departments who wish to use the channel to disseminate important information to the community, as well as from state and federal agencies. All other announcements submitted to FHTV can be shown on the Channel 95 Community Bulletin Board.

### **Political Election/ Campaign Programming & Bulletin Board Announcements**

During election campaign seasons, understood to be from January to early April of a given year for local elections and encompassing both preliminary and general elections on the state level, FHTV will produce special election programming to give all of the candidates running for elective office an equal opportunity to present a brief videotaped message to our viewers. These messages can either be taped in the FHTV studio or provided by the candidates, subject to meeting FHTV technical standards. Guidelines for participation in this programming will be formulated on a yearly basis by the FHTV staff, and all eligible candidates who will be appearing on local ballots will be contacted by mail with specific instructions on how to participate. In fairness to all candidates and in the interests of equal access, the promulgated guidelines will be strict in terms of deadlines and time limitations, and must be adhered to by all. FHTV's election programming will be shown exclusively on Channel 18.

Special guidelines for political announcements on the Channel 18 Bulletin Board during election seasons will also be formulated on an annual basis and made available to all candidates.

In the interests of equal access during election campaign seasons as defined above, FHTV will only allow airtime to public officials as public officials when they are acting in their official capacity. This limitation does not limit the use of the public access channel for public access programming, pursuant to these policies and procedure.