

## NHTV GENERAL RULES

1. NHTV will not discriminate in its operations on the basis of race, religious creed, color, sex, marital status, physical or mental disability, national origin, or ancestry.
2. Videotaping or recording of all meetings is permitted (**except during an Executive Session**), providing camera is placed on a tripod in a designated area to be designated by the NHTV Board of Directors.
3. No member shall use or benefit from the use of the NHTV logo for personal gain.
4. Keys and alarm system codes are available to members of the NHTV Board of Directors only.
5. NHTV Office and Master Control Rooms will remain locked or under supervision of the NHTV Board of Directors only.
6. Program and/or Technical Director must be present for any live cablecast.
7. Absolutely no changing or alteration of any audio, video or computer cable is allowed.
8. NHTV owns the physical matter and raw footage tapes unless the Producer provides the tapes.
9. NHTV is not responsible for lost, stolen, erased or damaged tapes.
10. Loss of privileges:

NHTV rules committee reserves the right to refuse use of its channel(s) or resources to:

  - a). Any individual who reasonably appears to be under the influence of alcohol or illegal drugs.
  - b). Any individual who interferes with the orderly conduct of NHTV business.
  - c). Any individual who takes or reserves equipment or studio time without permission.
  - d). Any individual who abuses equipment including unauthorized repairs.
  - e). Any individual who changes wiring, connections or attaches accessories without authorization.
  - f). Any individual who misrepresents themselves as employees of NHTV, Inc., or as having the ability to speak for NHTV.
  - g). Any individual who repeatedly violates any policies contained herein.
11. Grievances:
  - a). An appeal may be filed with North Haven Community Television, Inc. The appeal will follow the process outlined in the NHTV Grievance Policy.
12. NHTV reserves the right to make the final decision as to which programs use the On-Air telephone equipment.
13. Personal videotapes left for cablecast must be picked up within 30 days of last cablecast date or they become property of NHTV, Inc.
14. No person is authorized to install their personal computer software on any NHTV computer, nor are they allowed to copy NHTV software for their personal use.
15. **Persons requesting public inspection shall identify themselves by name and address in order to maintain administrative control of such records.**
16. **NHTV channel time or facility use will not be made available to any applicant who refuses to have his/her identity maintained in the records and available for inspection as required by the DPUC regulations.**

## NHTV Programming Guidelines

1. Definition of a Producer. The person who assumes all liability for his/her program's content.
2. Each **program** must end with a producer's responsibility disclaimer. Example: "The views and opinions expressed on this **program** are those of the hosts and guests and do not necessarily reflect the views and opinions of North Haven Community Television, Inc."
3. All telephone callers must be screened before being put on the air. A telephone log must be made listing the first and last name and any telephone number of any prank caller. Producer must appoint a member of his/her technical crew to control telephone cut-off (dump) switch and be ready to "dump" potential trouble calls. Phone must be answered during live call-in shows in the following manner (using NHTV's caller I.D.): Repeat number, for example: "NHTV, 239-5555, may I help you?" This procedure alerts callers that we have their number and usually will discourage prank calls.
4. **Producers will be required to attend a Basic Video Production Workshop, which will cover pre-production, on-location shooting, studio productions and post-productions, as well as cover the issues of sensitivity /programming procedures.** The Board of Directors will educate hosts, producers and directors on doing live and controversial shows. It is urged that on-air talent don't comment negatively about individuals. Talent should not engage in "personality bashing." Public figures may be scrutinized in regard to their job performances. It is generally accepted that public figures are politicians, broadcasters, entertainers, journalists and other persons who place themselves in the public eye by their choice. If a producer engages in unethical conduct during live or taped shows, he/she may be called before the Board of Directors of NHTV for a review of sensitivity/programming procedures.
5. Talent releases are needed from guests and other on-air participants. No minor(s) under 18 years of age may be allowed at the NHTV facility without a completed, signed and submitted NHTV Minor's Apprenticeship Contract release form, unless accompanied by a parent. Live programs must be outlined in a Live Program Outline **Form** TWO WEEKS IN ADVANCE of air date, or ONE WEEK in advance for series programs. All programs, live or taped, must be accompanied by a completed Cablecast Release Form at the time of submission.
6. Producer is responsible for sending pre-program packages to scheduled guests with permission and talent releases, and directions for driving to our studios.
7. Producers must outline his/her show in advance, answering the questions, Who, What, When, Where, How and Why. PSA breaks are recommended every ten or fifteen minutes or whenever there is a need for talent to collect their thoughts and set further direction for the program. Hosts may call for a PSA break anytime if they cue the technical people by saying "Before we go to break,..." After the guest answers the question within a thirty second or more time frame, talent would say, "We'll be back...."
8. The Program Director's discretion will be considered in the scheduling of live shows and controversial subjects. In principal, the Board of Directors supports the decisions of the Program Director in enforcing the rules in the NHTV Programming Guidebook. The Program Director can request a special board meeting to discuss possible programming difficulties.