

# CTV

## **Citizens Television**

**Channels 26-27-96**

**2666 State Street**

**Hamden, CT 06517**

**Tel: 203-562-2288**

**Fax: 203-562-0864**

[www.citizenstv.org](http://www.citizenstv.org)

## **Citizens Television, Inc.**

“Building Community Through Media”

### Rules & Procedures

**T**O uphold and protect our mission of freedom of expression, diversity of ideas, civil interchange and community communication, the following Rules and Procedures have been adopted:

- To ensure that the CTV facilities and equipment remain in good working order.
- To ensure that CTV services, facilities and equipment are available to all producers.
- To maintain a safe, and creative working atmosphere.

## **I MISSION**

The purpose of Citizens Television, Inc. (CTV) is to protect and enhance the public's first amendment rights in the communities of Hamden, New Haven, and West Haven, to provide freedom of expression, diversity of ideas, and community communication. CTV operates to serve the public interest through the medium of telecommunications. CTV solicits and encourages input from its members and the community in developing the direction and future of local public access.

CTV provides residents of Hamden, New Haven, and West Haven with access to non-commercial television programs, and production and supporting services at no charge. These services include professional training in video and audio programming, and broadcast quality equipment and facilities. CTV provides public, educational and governmental (PEG) access to air time in the communities we serve.

## **II BOARD of DIRECTORS**

All policies relating to the operations of CTV are adopted by the Board of Directors. The Board of Directors represents the diversity of the 3 communities within the franchise area. In addition to the regular Board of Directors meeting, a variety of Standing and Special Committees meet regularly to discuss CTV and make recommendations to the Board.

## **III MEMBERSHIP**

### **A. ELIGIBILITY and VERIFICATION**

Any person who resides in Hamden, New Haven, or West Haven; or who attends school full time in one of these towns; or is an employee and is producing programming for a non-commercial organization in one of those towns may become a member of CTV. Any person interested in becoming a member shall submit a written and signed application on a form approved by the Board of Directors.

Verification of residency, or non-commercial organization affiliation will be requested. At any meeting of the membership, each individual member shall have one vote. Members are to notify CTV as soon as possible of changes in address.

### **B. MEMBERSHIP PRIVILEGES**

- Access to Certification Classes, workshops, and air time  
Certification is required to use equipment, edit rooms, or studio and to make full-use of CTV's facilities and equipment. Please see: Section IV – Certification and Training.
- Professional advice by CTV staff for program planning, coordination, production  
And promotion
- Receipt of any CTV mailings
- Newsletter

Due to the size of the CTV membership mailing list, the cost of mailings and the frequent occurrence of members moving from the area without our knowledge, members shall renew his/her membership on an annual basis between January 1<sup>st</sup>. and the date of the annual election in February to keep an “Active” status. This will only apply to the mailings of the Newsletter, or activity bulletins. Membership business mailings shall not be affected. Notice of this renewal will be included in the annual package for nominations which is received by all persons on our membership list.

#### Nominations and voting

- Eligibility to serve on the Board of Directors
- Eligibility to participate and vote in the Annual Meeting is limited to persons who have been in good standing for three or more months

#### **PLEASE NOTE**

Certification is required to become a “producer” and to make full use of CTV’s facilities and equipment. Please see: Section IV – Certification and Training.

### C. MEMBER VOLUNTEERS

All members are encouraged to learn more about CTV and video production by volunteering to assist staff and individual CTV producers ( at producer’s discretion). Needs for volunteers change frequently; checking with the staff (Production and Programming) and scanning the CTV Bulletin Board regularly is the best way to stay informed.

## IV. CERTIFICATION and TRAINING

CTV provides free training and certification to its members on a first-come, first-served basis. Training materials are available to be borrowed or purchased.

A waiting list for certification classes begins three months before the first class. People on a waiting list will be contacted one month before first class in the order of names on the list. There will be no spaces saved for any person on the list. Arrangements for a special group class can be made with a specific instructor prior to the waiting list sign up date. New members are required to provide proof of eligibility (driver’s license, mail to the member’s address, organizational affiliation, etc.) at orientation.

#### **PLEASE NOTE**

All members must be properly certified before using any C.T.V. equipment. Please inquire of C.T.V. staff for details on classes.

### A. ADVANCED TRAINING

Advanced training in Camera, Lighting, Control Room, Editing, and the “Toaster” will be offered as demands warrant – please check the CTV Bulletin Board for advance sign-up sheets.

“Certification” workshops are offered to certify members for use of specific equipment (studio cameras, editing rooms, etc.) to help other producers. The eight week certification classes are required in order to be the producer of a show.

## B. TESTING OUT

Some experienced producers may be allowed to by-pass specific certification classes by demonstrating his/her knowledge and ability to CTV staff. This process of certification is completely at the discretion of the Production Coordinator or other designated staff instructor. In all cases, a studio workshop is recommended.

If it later becomes apparent that a producer’s skills are inadequate, his/her privileges will be suspended until the classroom certification has been completed. Staff decisions will be final.

## V. **PRODUCTION EQUIPMENT AND FACILITIES**

### A. RESOURCES

Single camera production units, editing suites and studio facilities are available on an equitable basis to CTV certified producers for the purpose of producing programs for the Citizens Television channels.

### B. PROCEDURES

#### 1. Eligibility

Any member may use CTV resources provided that:

- a. The individual is producing programs of interest to his/her community;
- b. The person is not receiving or is not expecting to receive financial compensation in any way resulting from the use of C.T.V. facilities or property.
- c. The individual who operates the equipment has been certified, i.e., has successfully completed the production classes or passed a proficiency test conducted by CTV staff;
- d. The person is volunteering as a crew member for another producer and is properly certified.
- e. No commercial messages are present in programming.

#### 2. Ownership and Distribution

The community producer has sole ownership of the program and All rights, with the following exception: the producer commits First use of the program to be playback on the CTV channels.

Producers are required to file a report with CTV staff on all compensation received from sales or rental of access programs within ten days of receiving such compensation.

Producers shall pay to CTV 20% of gross receipts received from programs underwriting grants and sales.

**PLEASE NOTE**

**THE USE OF C.T.V. FACILITIES AND EQUIPMENT FOR ANY PROFIT MAKING VENTURE IS STRICTLY PROHIBITED!**

3. Facility Hours

The facility hours will be established by staff and will be posted. Members must vacate the facility before closing.

4. Phones

Designated phones are available for producers' use. Phone calls should be brief and "project" related; no recreational calls.

5. Facility and Equipment Reservations

The staff will take reservations for facility and equipment on an equitable, non-discriminatory basis. Certified producers must complete the remote equipment classes before scheduling remote equipment. Reservations for equipment must be made in advance, and for a specific program. Portable equipment is normally reserved for a maximum of twenty-four hours per week subject to other arrangements with the Executive Director.

Each producer will fill out a Program Proposal Form for each show he/she wishes to produce.

The producer shall check in at the front desk before using facilities or equipment and record usage hours on the Project Form. A member working on someone else's project must record those hours on his/her own Project Form-noting the show title.

Only staff can sign in producers for reservations or cancellations. A staff volunteer may be approved to sign in reservations by the Executive Director, Production Coordinator, or Programming Coordinator.

6. Equipment Check-Out

Producers are required to arrive at the appointed time, complete and sign an equipment checkout form. Any malfunctions or surface damage must be noted on the checkout form.

The producer signing the equipment contract at the time of checkout and designated certified crewmembers are the only person authorized to operate the equipment. Additional non-service checkouts are possible, if the equipment is available on the day of the inquiry.

A producer may not reserve more than one camera without previous arrangements with the Executive Director.

#### 7. Equipment Check-in

Producers are required to return, at a time to be specified, all equipment in undamaged working order and are liable to fully compensate CTV for damages that occur during the time the producer has assumed the responsibility for the equipment. Staff will inspect and test the equipment. Any such malfunction will be noted on the check-out/in form and initialed by staff and the member.

#### 8. Cancellations of Reservations

If a producer is thirty minutes late, & has not notified staff of their intentions, shall lose the reservation appt. (equipment use will be cancelled).

If producer shows up to claim equipment after termination of reservation, the producer may still claim equipment only if the equipment has not been taken via incidental use of booked & reserved by another producer.

#### 9. Late Return of Equipment

Producers unable to check-in equipment at the scheduled check-in time are required to call CTV Staff prior to the return time.

#### 10. Lost or Damaged Equipment

If equipment is damaged or lost while under contract to the producer, the producer will have equipment privilege suspended until full compensation is made, or until installment payment contract is signed with the Executive Director.

Installment guidelines are: a minimum 20% down payment; and a term not to exceed one year in duration. In the event the producer fails to meet the terms of repayment, the producer will be suspended from all equipment privileges and the case will be submitted to legal counsel for resolution.

#### 11. Use of Editing Equipment

Producers with editing reservations are required to sign-in with staff and claim his/her reservation no later than thirty minutes after the scheduled starting time. Failure to meet these requirements results in forfeiture of the entire reservation.

“Begin after starting time” there is a thirty minutes maximum time period to claim your edit reservation “even if you phoned and inquired about your late status” (Please see page 7#14 Cancellations). Failure to adhere to the times of reservations may Result in the forfeiture of the reservations.

Editors must vacate facility by the completion of his/her reserved Time. In the event the next editor has not claimed his/her time the Staff may, upon request, extend the previous editors edit room Time. Editors are required to sign-out with staff at the conclusion Of the session. Unauthorized extension of time in edit suites & Studio; whether or not another producer is waiting may result in A violation(m).

Producers may request series edition reservations, depending on the post-production requirements of the program, up to a maximum of four hours a week. A producer working on more than one show may only use eight hours editing time per week total, for all shows combined (equaling one hour air time per week).

Dubbing and having copies made: Please note: dubbing and making copies in the edit rooms is unauthorized, please follow the procedure below in order to have a copy done for you@ CTV.

1. Get copy request form from staff “please date”
2. Provide CTV or purchase from CTV the proper recording tape (S-VHS-P/I) along with the master
3. Return form to staff along with tapes
4. Please allow 10 days for processing the request

#### Non producers/public

1. In order to receive a copy of a certain program or production, you must also fill out a tape copy request form. There is a fee for this service. CTV will provide the 1/2” tape (P/I VHS) with your request. Rates are subject to change.

#### 12. Production

All producers using the editing facilities, studio or remote equipment for his/her own programs are required to submit a program to the Programming Coordinator within a reasonable amount of time. The staff may judge what is considered a reasonable amount of time based on careful analysis of the

requirements and demands of the producer's project and documented records of reserved time and equipment. Please see program proposal for reasonable amount of time.

### 13. Studio production

- a. A CTV staff person will supervise all Studio Productions. Crew position assignments are the responsibility of the certified producer. All studio crew must be certified. Interns and volunteers may be able to assist in the productions. Two-week notice is needed for such a request.
- b. Members must consult with the staff before changing studio wiring, connections or bringing in accessories.
- c. It is recommended that studio time be reserved not less than one week in advance. The studio may be used for a maximum of a four hour block per week per producer.
- d. A producer is responsible for finding a full crew in advance of the scheduled studio shoot. A Studio Request Form must be submitted prior to the shoot. The staff reserves the right to judge the number of crew members required for each production depending on the demands of the production. Staff may cancel a live production for lack of an adequate crew.
- e. Live studio program reservations must be approved in advance by the Programming Coordinator before entering the studio with a staff member.
- f. Producers must check in and out of the studio with a staff member. Producers are responsible for leaving the studio in proper conditions outlined at check-in.
- g. Producers may borrow a limited number of thirty or sixty minute 3/4" U-matic tapes. All removed tapes must be returned to CTV, or renewed after 26 weeks. (Please check with staff for more information.) Producers/Crew Members/Visitors please be conscious of your reservations time, please respect your fellow producers and users of the studio by claiming your reservations on time. Please see staff before making your way into the studio as to not disturb the production that may be taking place. Any complaint from producers regarding this infraction may result in violation?"M".

### Cancellations

- h. Producers are asked to cancel with early notification, to enable staff to assign the equipment or studio time to another producer. The producer is required to notify the staff of any cancellations of reserved equipment or facilities time as early as possible.

Cancellations will be accepted until the time of the reservation and no later than the end of thirty minute grace period for time of arrival arrival except for emergency circumstances.

**NOTE** Claiming reservations: all edit rooms have a maximum of 30 minutes claim period, “even if you called to notify”. “You must claim you suite no later than 30 minutes after your scheduled reservation,” or you risk the chance of forfeiting the time to another producer or for CTV Staff use. (Ex. If you are going to be longer than thirty minutes late for your reservation, your room will no longer have reserved status and may be forfeited for other use.

- i. Any producer wishing to take advantage of edit room Cancellations must make his or her wishes known to a staff member. Request for such time is granted on a first-come, first-serve basis only on day of cancellation or forfeiture, this is called incidental time.
- j. Cancellation of studio bookings at least 48 hours in Advance of booking, as the studio is in heavy demand.

**PLEASE NOTE**

Staff will make every effort to be helpful and patient with the Production needs of members at all capability levels. The Staff will give a high priority to members production needs.

CTV retains the right to revoke or suspend production privileges at its sole discretion (see Section VI). Infractions of the rules concerning section VB1 through VB14 are further discussed in section VIA-C.

**VI. RULES OF CONDUCT, VIOLATIONS, LOSS OF PRIVILEGES AND COMPLAINT PROCEDURES.**

Staff members may refuse service or use of facilities to any person whose action hinder the activities of other producers or staff; persons hindering producers, staff or director may be asked to leave the facility by staff. Such actions may be appealed by writing to the CTV Executive Director.

**A. Notification of Complaints**

Any producer or staff member may report rule violations to a staff member. Staff, upon verifying that a violation has occurred, will issue a written statement of disciplinary action in a timely manner. Disciplinary action will become effective immediately upon the receipt of this statement.

Notification of complaints which allege violation of law, including libel, obscenity, sexual harassment and copyright, are subject to the statute of limitations in the applicable law. Notification of other violations must occur within 45 days of cablecast of the program; after that date the producer has successfully produced a program without a complaint and if review of such intervening programs reveals no rules violation, the complaint will not result in a violation of the rules.

The staff is required to report all violations of the law to the Executive Director.

#### B. Rules of Conduct

In order to provide a safe, healthy and comfortable environment while at our facility the following rules of conduct are essential to the protection of our mission.

Any act of physical violence against any other individual on the CTV premises will result in immediate suspension of all membership privileges and access to the CTV premises for one year.

A breach of the following will result in a Minor violation.

- No smoking in the building; including the rest rooms.
- No food or drink in the studio & control room or edit suites.  
(A Major Violation if damage results.)

**PLEASE NOTE** Drinks are allowed only:

A. If they are part of the completed set & not to be brought into studio prior to fifteen minutes before airtime or for taped programs to begin.

B. Liquids used as & for props (i.e. cooking programs) however may be allowed prior to the 15-minute stipulation.

- Phone calls should be brief and “project” related; no recreational calls.
- No running or other forms of raucous behavior.
- Disruptive, loud and abusive behavior is not permitted.
- Young children must remain in the company of parents or guardians.
- No pets in the facility, except for service animals.
- Members must be reasonably attired including shoes.

A breach of the following will result in a Major Violation.

- Members may not bring alcoholic beverages into the facility without the prior approval of the Executive Director.
- Weapons are strictly prohibited.
- No violation of any city, state or federal laws will be tolerated on CTV premises.

#### C. Disciplinary Action

##### 1. Suspensions

A first time suspension from use of equipment and facilities is 90 days.  
Subsequent suspensions result in one-year suspension each.

Recertification may be required.

## 2. Major Violations

A major violation results in immediate suspension from use of equipment and facilities. Where there is damage to or loss of equipment and/or facilities, suspension is in effect until compensation is made for such damages. There are no written warnings or probationary period in the case of major violations. Members will be asked to sign a statement acknowledging receipt of a suspension.

### **Major Violations are as follows:**

- a. Owing funds to CTV due to failure to pay for equipment damage, submitting a check with insufficient funds, etc.
- b. Failing to conform with “first use” of access programs on CTV Channels.
- c. Failing to report funds received from sale or rental of access programs.
- d. Abuse, vandalism, or failure to maintain equipment and facilities.
- e. Repatching or rearranging of equipment. Only staff can make any changes.
- f. Return of equipment in damaged or unworkable condition, or failure to return equipment through intent, negligence, loss or theft.
- g. Use of equipment and facilities for any purpose not related to the production of non-commercial programs for cablecast on the CTV Channels.
- h. Removal of the equipment from the equipment storage area without proper check-out procedures and/or without signing equipment contract.
- i. Checking out equipment for use by a non-certified producer, or for a producer on suspension.
- j. Breach of the program contract warranties on the Statement of Compliance form.
- k. Using CTV equipment while on suspension.

## 3. Minor Violations

A minor violation will result in the following actions:

- First – written warning
- Second – final written warning
- Third – suspension from use of equipment and facilities

Members will be asked to sign a statement acknowledging receipt of second written warnings and suspensions.

- a. Failure to cancel or claim a reservation of equipment or facilities within thirty minutes of the start time reserved, except for emergency circumstances.
- b. Failure to cancel studio bookings at least 48 hours in advance.
- c. Late return of equipment, without authorized extension. Late returns without authorization is considered “hindering”; see violation M & N.

- d. Failure to vacate editing facilities by the end of the reservation time without authorized extension. Late returns without authorization is considered “hindering”; see Violation M & N.
- e. Return of dirty equipment.
- f. Operation of equipment or use of facilities in an incorrect, unsafe, or inappropriate manor, which might result in damage.
- g. Improper packaging of equipment for transport.
- h. Attempted equipment maintenance or disassembly.
- i. Reserving or checking out equipment for another producer unless otherwise specified and approved.
- j. Storing privately owned props in the prop room after the completion of a production.
- k. Failure to submit a program for cablecasting on the CTV Access Channels within production schedule limits.
- l. Listing private phone numbers or address without the consent of the individual.
- m. Use of staff phones without permission by staff, use of producer phones for non-project related or lengthy calls.
- n. Hindering the activities of other producers.
- o. Hindering the activities of staff, board members, and volunteers.
- p. Disregarding the closing time or otherwise causing late closure of the facility.

#### D. Appeal of Disciplinary Action

1. A producer may appeal any disciplinary action by submitting a written statement to the Executive Director. Any restrictions in equipment and facility use resulting from a disciplinary action remain in effect throughout the appeal process.
2. The Executive Director shall investigate the circumstances surrounding the disciplinary action and return a written report and judgment to the producer and the Board President within ten working days.
3. The producer may, within the following ten working days, continue the appeal with a written statement to the President of CTV Board of Directors, who will refer the appeal to a committee who will investigate the expeditiously as possible whether to a. Decline the appeal – b. Consider the appeal and alter or reverse the decision of the committee. The petitioner will then be notified of the final decision of the committee. The petitioner will then be notified of the final decision within 3 working days.

#### E. Complaint Procedure

An access producer or channel viewer has the right to file a complaint in the event of a perceived infraction, dispute or disagreement with CTV policy, rule or regulation. The matter in question shall first be discussed with the CTV staff.

If at that point the matter cannot be resolved, the person complaining shall:

1. Register the complaint by sending a completed Register of Complaint Form within ten working days.
2. The complaint will then be addressed by the Executive Director and appropriately dealt with in a conference with the complainant either by phone or in person, or if necessary, in writing. The response to the complaint will be documented on the Register of Complaint Form within ten working days.
3. Upon the E.D.'s review of the complaint, if the decision of the Executive Director is not acceptable to the complainant an appeal may be made to the Board President within thirty days. The President will then follow the procedure outlined under D. Appeal of Disciplinary Action.

**PLEASE NOTE**

C.T.V. will make every effort to handle complaints in a timely manner.

REMINDER:

If a complainant is dissatisfied with CTV's response to his/her complaint, he/she may contact:

The Cable Advisory Council, PO Box 8415, New Haven, CT 06531

OR

The State of Connecticut Department of Public Utility Control, Ten Franklin Square,  
New Britain, CT 06051

**VII. PUBLIC ACCESS CHANNELS**

**A. RESOURCES**

Air time on the access channel is available free of charge. The CTV channels are available on an equitable, non-discriminatory basis.

**B. PROCEDURES**

**Submitting and Scheduling Programs**

A program proposal must be submitted to the Programming Coordinator at the time production begins. When a producer completes a program the producer schedules air time with the Programming Coordinator. Producers may request specific cablecast times, and the Programming Coordinator will match space with requested times whenever possible.

Producers may regularly schedule up to four hours original and/or pre-taped programming per month. Programs are scheduled three weeks ahead of cablecast. At the time a completed program is submitted for scheduling, the producer must have a Statement of Compliance form on file which holds the producer liable for program content. In signing the form the producer warrants that the program does not include:

- a. Any material that is libelous, slanderous, or otherwise a defamation of character; or material that is an unlawful invasion of privacy.
- b. Any material that violates state, or federal relating to obscenity. Obscenity is not considered protected speech under the First Amendment to the United States Constitution.

- c. Any material that violates local, state, or federal laws. It should be noted, that according to an agreement between Comcast Cable TV and Citizens Television, Inc. dated 12/24/91, paragraph 2,3, program material containing any obscene or indecent material is prohibited.
- d. Any advertising or material that promotes any commercial product or service.
- e. Any solicitation or appeal for funds.
- f. Any unlawful use of copyrighted material.

**PLEASE NOTE**

On the form, the producer agrees in writing to indemnify and hold harmless CTV, its staff and Board of Directors, Comcast Cable TV and its officers and employees from any and all claims, demands, damages, or other liabilities, including legal fees and expenses that may arise as a result of cable casting the program.

Public access producers/submitters shall be presumed to be aware that under the federal Cable Communications Policy Act of 1984 as amended, whoever transmits over any cable system any matter that is obscene or otherwise unprotected by the Constitution of the United States is liable for substantial criminal penalties.

Any program which contains excessively violent material, excessive adult language, nudity or sexually explicit material shall carry a disclaimer at the beginning and near the middle of the program to read: "This program contains material which may not be suitable for all viewers. Parental discretion is advised."

CTV will schedule programs which contain excessively violent material, excessive adult language, nudity or sexually explicit material cablecast after 10 pm.

CTV reserves the right to require producers to precede any program with parental discretion advisories, disclaimers or other informational material.

All requests are subject to schedule availability.

1. Scheduling Priorities

**a. First priority**

Given to live, locally produced shows, special events, and satellite programming (at the discretion of the Programming Coordinator).

**b. Second priority**

Given to locally produced programs. Local programs are defined by the producer's residence, and not the programs content. Any program with a substantial amount of local production work is locally produced.

**c. Third priority**

Given to programs produced elsewhere but sponsored locally. A program that is created elsewhere and submitted for cablecast by a local resident is locally sponsored program or import program. Adding local credits or opening and closing tags to a locally-sponsored program does not qualify the program as a locally-produced program.

- d. New programs have priority over repeat showings.
- e. Locally produced programs may be cablecast on CTV channels for a total of not more than eight times per month for a thirty- minute show or four times a month for an hour show. Each individual program may air only once per week between 6-10 pm.
- f. Open air times in the schedule will be filled by Programming Coordinator, in accordance with the above priorities.
- g. Political candidates are subject to the same policies and regulations as other user of the public access channel. The nature of public access is that everyone in the community has equal access to the facilities and channel time.
- h. Groups or individuals are responsible for their own promotion and advertising – for example: newspaper ads or articles; flyers in appropriate areas; contact leaders in target communities; text for creating page on C.T.V. channel program guide. – One copy of advertising in advance of publication for review and for posting at CTV is required.
- i. Programs produced at C.T.V. must be cablecast on C.T.V. a minimum of once before being aired elsewhere.
- j. All permissions from satellite originator must be acquired by requester and presented in writing to CTV before air. Satellite programming requests will be aired at the discretion of the Programming Coordinator.
- k. Satellite equipment and recording will only be handled by CTV staff or assigned staff volunteers.
- l. Ant weekly satellite feed may be carried for 13 weeks, after which the series must be renewed.

## 2. Series Programming

A producer may apply for a series time slot after three completed programs in that series are submitted for cablecast.

To keep a series time slot, the producer must maintain a 5 to 1 ratio of original to repeat program hours. A series producer whether weekly or biweekly meeting the requirements will be granted a time slot for 13 weeks. It is the responsibility of the producer to renew their time slot at the end of this period. A producer requesting an occupied time slot MUST give the producer currently occupying that slot at least 4 WEEKS notice before the end of his 13 week period. Failure to renew the original time slot will result in the immediate cancellation of the time slot if another producer has requested it.

## 3. Live Programming

Any program to be aired live must be submitted in advance through a Live Programming Request Form to the Programming Coordinator. Both studio

and air time must be available before the request will be approved. Live programs may request studio time up to two months before program is to air. (Weekly or bi weekly programs return to page 13 for text.)

If a producer must cancel a live show, notice should be giving to the Programming Coordinator at least 48 hours before the scheduled air time to allow other producers access to the studio. Emergency situations will naturally be taken into account.

If a program in a scheduled live series is cancelled more than once, a warning will be issued. When three cancellations occur in a live series the series will be suspended for the remainder of its run.

Live shows are publicized in advance and therefore required to begin on time. A warning will be issued if this commitment is not fulfilled.

#### 4. Monthly Series Programs

A producer requesting a monthly time slot will be granted a time slot for six months during which time five shows must be original, and re-air is allowed.

Monthly series programs may have two time slots per month if a thirty minute show; one time slot per month if sixty minutes.

#### 5. Program Scheduling Disputes

Channel space is available on an equitable basis. A producer requesting an occupied time slot must submit their request in writing to the Programming Coordinator at least four weeks before the existing programs 13 week run expires. The producer who currently occupies the time slot should therefore renew their time slot during the last three weeks of their run.

- a. Guidelines for production schedule: a typical 1/2 hour show should be completed within a month, and an hour show completed within six weeks after the program proposal has been submitted. At the time the program proposal is submitted, an appointment will be scheduled with the Programming Coordinator to discuss the progress of the show and review the footage to date.

#### 6. Funding and Underwriting of Programs

Producers may seek funding for the production of community access programs. Funding sources may be credited within access programs according to the following underwriting guidelines. Any individual,

business or institution that helps defray production costs may be given underwriter credit as follows:

- a. Credit may be given at the opening, logical mid-breaks and/or ending of program with a maximum of two credit sequences per half-hour. Each time underwriter appear, all credits shall together appear for no longer than the following maximum durations:  
One underwriter- 15 seconds  
Two underwriters- 20 seconds  
Three or more underwriters- thirty seconds
- b. Producers are to use the following audio and/or video credit format: “The following/preceding community program has been made possible in part by a grant from: (name,address,etc).”
- c. The video portion of the credit may include slides, pictures, signs with character-generated graphics and/or logo, not to include product representations.
- d. The audio portion of the credit may include background music.

#### 7. Freelance Work

No producer can be paid for doing production work at CTV, particularly for other members’ productions, without approval by the Executive Director.

#### 8. Satellite Guidelines

- a. Satellite programming is a supplement to local programming.
- b. CTV will consider request from local government, educational and non-profit organizations for satellite programming.
  - a. A one-page request sheet must be filled out for each request stating who, what, where,when, why and must include evidence of 501C-3 status, if applicable. These must be filled out at least 4 weeks before air date.
  - b. CTV can only consider request for non-commercial, non pay-per-view programming.
  - c. Request from private citizens in our 3 communities will be considered by the CTV Programming Committee and can only be aired if sponsored by CTV.
  - d. The order of content priorities will be: Educational, Government, Disabilities, Children’s Programming, and International.

#### 9. Community Bulletin Board

A part of community access that CTV provides involves the Community Bulletin Board. This bulletin board servers to facilitate the posting of event, meetings activities, cancellations or public service announcements.

- a. The organization must be a non-profit organization or be sponsoring a non-profit event. The organization shall provide its non-profit tax ID number on the CBB form.
- b. The not for profit organization, submitting an announcement for the CBB, must be located in New Haven, Hamden or West Haven or be a regional, statewide, national or international organizational organization whose event or announcement serves the local areas mentioned above.
- c. Submitting Announcements: Announcements must be submitted to CTV using the appropriate form provided by CTV. Form are available at the CTV reception area or may be requested by mail with the submission of a self-addressed stamped envelope. Due to the large number of requests for this service we cannot accept faxes or requests for announcements over the phone.
- d. Key Facts: Event information shall be submitted according to layout of the form provided by CTV. All fields of the form must be completed and a contact number must be provided.
- e. No dollar amounts: An organization is allowed to state that there is a fee charged (entrance or otherwise), or that a donation is either appreciated or expected; however, no PSA will be allowed to carry a dollar amount on the screen.
- f. PSA's run for a month, or until the date of the event; anyone who wishes a PSA to run longer than one month should send CTV fresh copy each month to improve viewer attention. PSAs need to reach the station five to six weeks in advance to make it possible for our volunteers and/or staff to keep up with the volume of material we receive. The minimum time frame for a PSA on the CBB is three weeks prior to the event date. Although we will endeavor to air all announcements, we cannot guarantee PSAs received less than three weeks in advanced will be aired.
- g. Announcements may not solicit funds.
- h. No promotion for regular religious services.
- i. No ads or endorsements for political campaigns.
- j. The production staff reserves the right to edit copy text, fonts, colors and graphics for any announcement and has final editorial control of the message as they see fit.

## **VIII. PUBLIC RECORDS**

CTV shall maintain a complete record of names and address of all persons, groups, organizations, or entities requesting use of the public during regular business hours at the CTV office. All records of requests for utilization will be kept for a minimum of two years. (Per FCC SS76)

Use of facilities shall not be made available to any person or group who refuses to have his/her name or identity and address maintained in the record and available for public inspection as required by this section.

Persons requesting public inspection of files shall identify themselves by name and address, if necessary, in writing, in order to permit CTV to maintain administrative control of such records. Members can reserve the right to keep his/her phone numbers private.

#### **IX. RELATED AGENCIES**

1. The State of Connecticut Department of Public Utility Control regulates Citizens Television, Inc. To contact, write:  
DPUC, Ten Franklin Square, New Britain, CT 06051
2. The Cable Advisory Council (CAC), mandated by and operating under the regulations of the DPUC, advises Comcast Cablevision of New Haven. The CAC is a publicly appointed body and serves the public interest. P.O. Box 8415, New Haven, CT 06531
3. The Cable Provider for Hamden, New Haven and West Haven is Comcast Cablevision of New Haven, located at:  
222 New Park Drive, Berlin, CT 06037