



Community Television
of Santa Cruz County

BOARD POLICIES

September 25, 2016

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BOARD OF DIRECTORS
COMMUNITY TELEVISION OF SANTA CRUZ COUNTY, INC.

POLICY 1 -
AGENDA PACKET PREPARATION CALENDAR

Adopted 11/25/96
Revised 3/13/04
Revised 10/26/06
Revised 07/01/12
Revised 09/25/16

The Board agenda packet is distributed one week in advance of the Board meeting to ensure materials are received by Board members and accessible to the public at least 72 hours in advance of the meeting. If the packet distribution day falls on a holiday or weekend day, the packet is distributed on the preceding business day.

Agenda items and written materials from individuals and organizations other than CTV staff must be submitted to the Clerk of the Board, in final form, one week prior to the packet distribution day (two weeks prior to the Board meeting day), by 11:00 AM. The preferred form of submission is in commonly readable electronic format, such as Microsoft Word, Excel, .pdf, etc., sent to the Board at info@communitytv.org so that it is received by the deadline. If hard copy is submitted, it must be received at the offices of CTV by the deadline.

CTV staff members shall advise the Board Clerk by that deadline of any item they wish to be added to the Board meeting agenda and the proposed action to be taken on the item. Written materials for staff-submitted items must be approved by the Chair and received by the Chair or Board Clerk, in final form, no later than 5:00 P.M. on the day preceding the packet distribution day (eight days prior to the Board meeting day), preferably in the format outlined above.

The agenda is set by the Chair of the Board after discussion with the Executive Director or designated staff. Items submitted by the deadline and approved by the Chair will be listed on the written agenda. Supporting materials received by the respective deadlines will be included in the agenda packet; Materials submitted after those deadlines due to emergency circumstances must be photocopied by the submitter for distribution to the Board and the public at the meeting. Submission in the aforementioned electronic formats is also encouraged for such late submissions, so that a complete archive may be maintained.

BOARD OF DIRECTORS
COMMUNITY TELEVISION OF SANTA CRUZ COUNTY, INC.

POLICY 2
PUBLIC COMMENT AT MEETINGS

Adopted in principle 9/23/93
Adopted 11/25/96

Any person may address the Board during its Public Comment period. Each presentation will be limited to three minutes and individuals may Speak only once during Public Comment. A maximum of fifteen minutes will be set aside for this period. If the period runs beyond fifteen minutes, the Board may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Board. Preference will be given to individuals who did not speak at the previous Board meeting. All speakers must address the entire Board and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting.

Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.

The SEQUENCE of input on regular agenda items shall be as follows:

The presenter (staff, Board, or committee member) makes a report, presenting the item along with any recommendation. Board members ask questions (if any) of the presenter for clarification of the issue or recommendation.

The Chair invites public input. The Chair recognizes each speaker in turn, with a view to eliciting balanced comments reflecting all sides of an issue. The usual Speaking time is three minutes, but the Chair has the discretion to limit total public input time and, to ensure fairness if time is short, may limit each individual speaker's time to allow more speakers the opportunity to present their views. When the time limit is up, the Chair formally closes public input on the item.

The item returns to the Board for discussion and action. The Chair recognizes each Board member (who wishes to speak) in turn. Board members may ask questions of the public to clarify an issue or comment, but audience members should comment ONLY IF called upon by a Board member.

BOARD OF DIRECTORS ,
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POLICY 3
CTV-SPONSORED EVENTS

Adopted 7/24/97
Revised 3/ 13/04
Revised 7/1/12

Community Television of Santa Cruz County may sponsor non-public sector productions, events, or activities by authorization of the Executive Director and/or by a majority vote of the Board.

Productions, events, or activities sponsored by CTV shall be organized by nonprofit, educational, or government entities.

Organizers of productions, events, or activities sponsored by CTV shall have the right to report this fact in their promotional materials and media.

BOARD OF DIRECTORS
COMMUNITY TELEVISION OF SANTA CRUZ COUNTY, INC.

POLICY 4
OPEN ACCESS TO PUBLIC MEETINGS

Adopted 7/24/97
Revised 7/1/12

Consistent with the mission statement of Community Television of Santa Cruz County, as well as the organization's Rules and Procedures, the Board of Directors supports and promotes full and complete open access to productions, events, and activities declared in advance to be public.

The Board defends the right of all members of the organization to attend productions, events, and activities declared in advance to be public.

Community Television of Santa Cruz County shall not enter into any agreement, contractual or otherwise, for use of any of the organization's resources with organizers of productions, events, and activities declared in advance to be public, if such organizers exclude without cause, consistent with CTV Rules and Procedures of the organization, any member or producer from attending said production, event, and activity.

BOARD OF DIRECTORS
COMMUNITY TELEVISION OF SANTA CRUZ COUNTY, INC.

POLICY 5
ON-AIR FUNDRAISING

Adopted 1/25/96
Revised 3/13/04
Revised 7/1/12

CTV shall permit locally based nonprofit fundraising by bona fide 501(c)(3) organizations, subject to the same restrictions that apply to other programming. The Executive Director may authorize such fundraising when deemed to be in the best interest of the organization.

BOARD OF DIRECTORS
COMMUNITY TELEVISION OF SANTA CRUZ COUNTY, INC.

POLICY 6
POLITICAL ELECTION PROGRAMMING

Adopted 2/22/96
Revised 3/13/04
Revised 7/1/12

Once an individual is a declared candidate for office, he or she may appear in **public access programming** on a first-come, first-served basis. The program producer (or submitter) is to inform the Programming Coordinator (Or staff accepting the video for scheduling) in writing that the tape contains election-related material—either commentary, appearances by candidates (unless as part of the public information function of their office), or advocacy about a particular ballot issue. In this way, Community Television will attempt to give the program approximately the same exposure as other election programs, with the goal being that other programs of a similar nature (the same race, for example) will be granted the same amount of exposure and be cablecast in the same or similar time blocks established for such special cablecasts.

Appearances of incumbents in regularly-scheduled programs as part of government access programming on Channel 25 or 26 (for example, participating in a government agency meeting or appearing on a regular talk show as a **public information** function of their office) will not ordinarily be "counted" as public access election programming unless the Executive Director and/or the Board of Community Television determine(s) that the content of such programs warrants that the programs be redefined as public access programming.

If a complaint is received about a government access program cablecast on Channel 25 or 26, the Executive Director will immediately review the program and inform the Board of Directors about the complaint. A political programming review committee may be convened to determine the status of the program in question. In the interim, prior to determination, the program will be deemed a public access election program, in order to assure fairness to other candidates, and the staff of Community Television will schedule it as such.

Candidate forums will be considered public access programs unless produced or co-produced by the staff of Community Television as part of CTV's commitment to **government access programming**. All candidates must be given an equal opportunity to appear in such programs. CTV may co-produce independent election coverage with other nonprofits, chambers, political action groups, etc. The Executive Director will endeavor to insure that a diversity of community groups is represented in each election period. Forums produced by independent community producers, or other non—profits, chambers, political action groups, etc, will be considered as **public access election programs** and will be scheduled as such.

Community Television recognizes the value of providing electoral candidates free access to the media. The organization is committed to provide as many cablecasts as possible of such election programming. Upon request, a log of replays of election programming will be made public for review by anyone concerned about fairness in scheduling. At the same time, the community must also understand that staff cannot schedule programs that are received at the last minute, Without adequate time for scheduling, and that CTV'S first-come, first-served policy implies that programs that are received first may receive a greater number of replays than programs received later. Community Television reserves the right to require three weeks' notice to schedule any videotape received.