

***BOLINGBROOK COMMUNITY TELEVISION INC.
OPERATING RULES & REGULATIONS***

Pursuant to the Rules and Regulation of the Federal Communications Commission and the cable franchise agreement between the Village of Bolingbrook and the Cable Franchise Holder (hereafter called Cable Co.), the Village of Bolingbrook operates one governmental access channel. The Village of Bolingbrook has granted Bolingbrook Community Television (hereafter called BCT) the method and means to manage this channel and the facilities and equipment associated with it. The Rules and Regulations described hereafter detail the privileges and responsibilities of the BCT membership to promote the purposes of BCT within the framework described in BCT's current By-Laws.

I. GENERAL

- A. Failure to comply with all of the following operating rules will result in disciplinary action as deemed by the Board of Directors.**
- B. These rules may be modified, amended, or added to from time to time as deemed necessary by the Board of Directors, the Rules committee, and/or by a majority of the voting membership at any regularly scheduled BCT meeting.
- C. All members acknowledge and agree that BCT, the Cable Co., and The Village of Bolingbrook, their employees and agents, whether jointly or severally, in their corporate capacity, undertake no liability for damages, direct or consequential, or of any other kind for their good faith acts or omissions taken in connection with the administration of the operating rules.

I. PROGRAMMING CONTENT

Community access programming is programming provided by members of Bolingbrook Community Television and retransmitted by the Franchise Holder (hereafter called the Cable Co.) pursuant to Section 76.254 (a) (1) (b) (c) of the Rules and Regulation of the Federal Communications Commission. Community access programming is intended to increase opportunities for community expression and "offer a practical opportunity to participate in community dialogue through a mass medium".

- A. Each member assumes complete responsibility for the content of any programming they provide. Any disputes that arise concerning any program shall be resolved between the members(s) and the complaining party (parties). The Cable Co, BCT and the Village of Bolingbrook undertake no responsibility to the member of any other party for any legal liabilities of any kind whatsoever, including costs of legal defense arising from the presentation of programming provided by the member. Members are therefore cautioned to be aware of all applicable of State and Federal laws.

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- B. Any member providing programming shall advise BCT whether or not their program(s) involve the use of copyrighted material or material subject to the ownership or royalty rights before the program(s) may be presented over the Facilities of BCT and/or the Cable Co.
- C. Programming may not be used in connection with any advertising material designed to promote products or services.

Advertising material includes, but is not limited to:

- 1. Advertising for or on behalf of a candidate for public office,
 - 2. Messages whose primary purpose is to promote a service, product, trade, or business,
 - 3. Program material made available without charge by persons, corporations, or institutions that have a commercial interest in the subject matter. This provision shall not prevent the identification by name only of persons, corporations, or institutions providing grants or contributions to underwrite the costs of programs unrelated to the commercial interests of the donor.
 - 4. Material which identifies any product, service, trademark, or brand name in a manner which is not reasonably related to the non-commercial use of such product, service, trademark, or brand name on the program.
- D. Programming may not be used for illegal purposes. Members responsible for illegal programming or programming containing information intended to defraud the viewers will forfeit their membership.

The following are examples of illegal programming which are prohibited by applicable state and or federal laws:

- 1. Material that is intended to defraud the viewer or designed to obtain money by false pretenses, representations, or promises. (Violation may be result in criminal liability to the member under federal law, Title 18, USC Section 1341).
 - 2. Indecent or obscene material. (Violation may result in criminal liability to the member under federal law, Title 18 USC Section 1464).
 - 3. Lotteries or lottery information.
- E. All non-BCT produced shows require a disclaimer before and after each showing of the program. See Program Director for information.

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- F. Copyrighted material must be accompanied by written authorization from the copyright holder or legally authorized agent upon submission to the screening committee. BCT is not liable for nor will it pay for any costs involved in obtaining any authorizations or releases or any other expenses related to the showing of copyrighted material.
- G. All programming produced by BCT members must include an ending title/credits. This title must state that the program was produced by BCT, the producer's name, and must include a copyright logo with the current year.
- H. Any programming made with any BCT equipment shall remain the property of BCT.
- I. The Cable Co. shall have no control over the content of community access programs; however, this limitation shall not prevent the Cable Co. from taking appropriate steps to ensure compliance with these operating rules.
- J. Community access channels are not public access channels. The Village of Bolingbrook can control the content of community access programming on BCT.

II. PROGRAMMING TECHNICAL REQUIREMENTS

The following media are acceptable for cable casting:

- A. DVD-R & DVD+R
 - 1. NTSC Format: 720x480 or 704x480
 - 2. 48 KHz: LPCM or Dolby-Digital (AC-3) Audio; -10 dB0 Nominal
 - 3. Disc (or disc enclosure) must be externally marked with:
 - a. Program Name
 - b. Date of Production
 - c. Producer (or name of BCT Sponsor)
 - d. Start Time relative to physical beginning of tape (**In**)
 - e. End Time relative to physical beginning of tape (**Out**)
 - f. BCT Copyright
 - 4. Authored for playback compatible with stand-alone player
 - 5. Program begins playback with “play” button and runs unaided until end
 - 6. Program start must be within 99 seconds of “play” start.
- B. DVD-RAM (.VRO)
 - 1. NTSC Format: 720x480
 - 2. 48 kHz: LPCM or Dolby-Digital (AC-3) Audio; -10 dB0 Nominal
 - 3. Disc (or disc enclosure) must be externally marked with:
 - a. Program Name
 - b. Date of Production

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- c. Producer (or name of BCT Sponsor)
 - d. Start Time relative to physical beginning of tape (**In**)
 - e. End Time relative to physical beginning of tape (**Out**)
- 4. No Play list Support
 - 5. Program begins playback with “play” button and runs unaided until end.
 - 6. Program start must be within 99 seconds of “play” start.
- Sample Attached “A”

III. Air Time Reservations

- A. All cable air time is reserved on a first come, non-discriminatory basis to qualified full-voting members as described in the latest revision of the BCT BYLAWS, Section II, (A) (1) in the order shown below.
 - 1. Live coverage of Bolingbrook Village Board, and Bolingbrook Plan Commission
 - 2. Live and same day coverage of special village-sponsored community events such as Village Picnic, Memorial Day Ceremony, etc.
 - 3. Live and same day coverage of special events designated by BCT Board of Directors
 - 4. Special Theme Programs on Nationally recognized holidays (Christmas, New-Years Day, etc.)
 - 5. Segments of a regularly produced series on a regularly scheduled time.
 - 6. Regularly scheduled church services are shown on Sunday. Some have an additional time slot during the weekday (Monday – Friday) either 12:00 –1:00 pm or 4:00 – 5:00 pm and will not be shown any other time during the week. If you want to schedule your religious (church service) program, you must talk to one of the Program Directors who will assign you a time slot. Copies of Church Services are not kept at BCT.
 - 7. All other programs
- B. Air times are reserved by appropriately marking the airtime calendar in pencil, which is located in the BCT control room. Information must include name of show and full play time. Make sure that you mark the calendar for the full time of your show.
- C. All airtime usage by a member under the age of 18 shall be under the supervision of an adult full-voting member (age 18 and over) who shall be responsible for any liability arising from airtime.
- D. Shows may be scheduled to air a maximum of six (6) times per calendar year unless prior written approval is obtained from the Board of Directors.

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IV. PROGRAM DIRECTOR (S)

The Program Director(s), a regular voting member in good standing appointed by the Board of Directors, will have the following duties and responsibilities:

- A. Program and operate the on-air playback equipment to play all properly reserved shows reserved on the airtime calendar.
- B. The Program Director will be responsible for loading and unloading ALL program media (members are not allowed to load or unload program media from playback equipment).
- C. The Program Director has final approval of all airdates and times.
- D. The Program Director can cancel the playback of any program that the Program Director believes does not meet BCT content or technical requirements.
- E. The Program Director can fill all unscheduled airtime with programs of his/her discretion.
- F. Appeals of any decision by the Program Director will be addressed to the BCT Board of Directors, who will make the final decision.

V. BCT Equipment

The Village of Bolingbrook purchased and owns all BCT Equipment.

- A. Use of BCT or Cable Co. equipment for personal or commercial program production will result in permanent loss of BCT membership.
- B. Equipment (cameras, tripods, VCRs, edit-bay, etc.) required for any program must be reserved in advance on a first come basis and only to qualified full-voting members as described in the latest revision of the BCT BYLAWS, Section II, (A) (1). Any program that is recorded with BCT equipment should be aired on BCT within sixty-days (60). **Any exceptions must be approved by the Board of Directors**
 - 1. Reservations are to be made by filling out both the equipment usage form (located in the black notebook on the hallway credenza) and the applicable equipment calendar. Forms are to be filed by the date (1st, 2nd, 30th, etc.) of use. The equipment form must show name of member, phone #, date of request, date of use, equipment to be used, location of use, and purpose. (Equipment Use Form Attachment “**B**”) Make sure that you check the day before and the day after the date you want to reserve the equipment. Equipment is allowed out for a 24-hour period unless you received prior approval. If you are using the camera for more than one day, the equipment

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sheet must be filled out for each day the camera will be used.

2. Live airing of governmental meetings, press conferences, and village supported functions, has precedence over all other requests for equipment and is exempt from this requirement by their nature.
3. Equipment must be returned within 24 hours **UNLESS BCT BOARD APPROVAL HAS BEEN OBTAINED FOR MORE THAN 24 HOURS POSSESSION**.
Late return of signed out equipment (over 24 hours) will result in the following actions.
 1. The first offense will result in a written or verbal warning.
 2. The second offense will result in a three-month suspension of membership.
 3. The third offense will result in permanent loss of BCT membership.

The offending member may appeal to the Board of Directors, either in writing or by executive session at any regularly scheduled members meeting.

- C. It is the responsibility of the BCT member signing out any BCT equipment to return it in as good a condition as when it was received. Any damage or problems arising from the use of BCT equipment **MUST** be reported on the “Damaged or Missing Equipment Report” form (located in the black notebook on the hallway credenza) and left in the mail slot (next to the black notebook on the wall) as soon as the member is finished with their shoot. Except for conditions due to normal wear and tear, the cost to repair all damaged equipment will be borne by the BCT member who signed out the equipment. The BCT Board has the power to suspend and possibly revoke all membership privileges of the offending member until full restitution is received.
Damaged or Missing Equipment Report Attachment “C”
- D. Producers who use non-members for shoots are responsible for their actions. This includes cameras, VCRs; edit bay, auto-play and graphics. Violation of this rule may result in disciplinary action!
- E. All equipment usage by a member under the age of 18, shall be under the supervision of an adult regular member (age 18 and over) who shall be present at all times and responsible for any liability arising from use of equipment.
- F. Use of the BCT Production Truck is limited to full-voting members specifically trained by the BCT.
- G. Studio equipment (cameras, tripods, and required auxiliary equipment) may not be removed from Studio without prior BCT Board Member Approval.

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H. Rules for BCT Hard Drive Usage:

1. Hard drives shall be signed out on the Hard Drive Sign Out White Board (in Edit Suite #1). This shall include the date it was signed out and the BCT member's name. A note shall be placed on the hard drive with the same information.
2. Hard drives should not be taken off site unless they are checked out in the BCT Equipment Sign Out Book. The same 24-hour rule applies to hard drives.
3. Hard drives should be erased once the program has been finished and it is transferred to permanent media (DVD or tape).
4. Hard drives cannot be held in reserve for a period of more than 30 days.
5. A BCT member may use only two hard drives at any given time.
6. The BCT Board will erase all hard drives checked out by a member that have not been used for more than 30 days. The BCT Board may, at their discretion, extend this period for extenuating circumstances. Members who repeatedly do not erase their programs will be subject to disciplinary action as prescribed in section "C".

J. **Returning Equipment**

1. Make sure that the equipment is returned in the same or better condition as checked out
2. Pack camera equipment in the case – Make sure you did a second look around at your shoot to ensure that all the equipment is packed in the case.
3. Remove batteries from camera or camera case and place on charger
4. Sign equipment in and if necessary fill out damaged equipment report.
5. Complete Program Production Log Attachment "D"

VI. Training Class Requirements

- A. Attend basic class sessions and be a Bolingbrook resident.
- B. New members, during or after completing the BCT training class, must participate in one shoot to complete their training in order to receive their BCT card-key. This must be completed within sixty days of taking the final exam
- C. Passing written and practical final exam
- D. A non-refundable one-time charge of \$25.00 will be required for persons wanting to take the BCT classes.
- E. Pay pro-rated dues for the current calendar year.

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VII. MAINTAINING MEMBERSHIP

The privileges associated with full-voting BCT Membership are tied to a responsibility to the organization “To facilitate, promote, coordinate, and assist in public service community programming of benefit and/or interest to the residents of Bolingbrook”. Since there is no provision within the BCT By-Laws to remove membership by any automatic means, the BCT Board will evaluate each member at the end of each calendar year to see how they complied with this goal and vote to remove membership based on the following criteria:

- A. All full-voting members **must** work their live regularly scheduled village shoots (Village Board and/or Plan Commission), in proper rotation in order to retain their membership. If a member cannot make their scheduled shoot they must make arrangements to have another member take their place.

- B. All full-voting members **must** work on at least three productions in a single calendar year in a role other than producer in order to retain their membership.
 - 1. Members **must** work on one of the three following productions:
 - a. The Village Picnic,
 - b. The Jubilee,
 - c. The Pathways Parade,

 - d. Another option to fulfill your required shoot is directing four or more of the Village Board or Planning Commission Meetings.

 - 2. The remaining two productions must be “significantly different” from shows which you regularly produce or regularly assist in the production of. The BCT Board of Directors makes the final decision on what “significantly different” means.

- C. All other productions are on a voluntary basis. Volunteering on other shoots will continue your BCT education.

VIII. MISC

- A. Users of portable equipment (i.e. outside of Village Hall) **must** take all reasonable measures to identify themselves as BCT members to any and all persons be videotaped and **must** obtain any necessary clearances (Talent Release Form). Taping **must** stop if the person(s) being taped object. Talent Release Form – Attachment E.

- B. General Membership Meetings shall be held the second Monday of every month at 7:30 P.M. in the Studio at Village Hall.

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- C. Annual membership dues of \$12.00 per member (all membership categories) for each calendar year (January 1 through December 31) will be charged. New members joining after January 1st will be charged a pro-rated fee. Yearly dues must be paid in full by March 31st in order to remain an active member.

- D. The use of BCT equipment or airtime for campaign purposes by any one candidate or political party or member thereof for any elected office is absolutely forbidden. Any campaign related presentation may only be through a non-partisan sponsored "Candidates Forum" or "Candidates Debate" which has invited the general public through the local media (i.e. newspapers) and been approved by the Executive Department via BCT Village Liaison. The sponsoring organization must submit its rules covering the event to the Executive Department via the Village Liaison for review and approval at least 30 days prior to the event. Any such forum must be held in a public space. If a candidate, for any reason, backs out of a debate, the other candidate will have the chance to continue or cancel the debate. For purposes of this rule, campaign means any action taken to obtain elected office, including mention of the fact a person is a candidate for any office, with the exception of bona fide existing "News" programming interviews or commentary.

- E. DVD/Video Tape Order Forms are located on our website – copies are also on the bulletin board. Attachment “F”

- F. Every member is responsible for knowledge of these rules and must sign and return the acknowledgment form below to:

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BOLINGBROOK COMMUNITY TELEVISION
375 WEST BRIARCLIFF
BOLINGBROOK IL 60440
(630) 226-8425
www.BCT6.org

I, (We) acknowledge receipt of, and agree to abide by, **the OPERATING RULES AND REGULATIONS OF BOLINGBROOK COMMUNITY TELEVISION.**

Name: _____

Date: ___ / ___ / _____