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**DEFINITIONS**
This document presents the policies and procedures that govern the operation of Community Television of Knoxville (CTV), all of which are intended to encourage maximum participation by community residents and groups in the City of Knoxville and Knox Co. in a fair and equitable manner. The CTV Board of Directors may revise policies and procedures in the future in response to the needs of the community and available resources. Policies and procedures described in this document supersede all previously issued policies issued by CTV, as well as any expressed or implied representations previously made by the staff or Board of Directors of CTV. The most current version of this document is also published at the CTV web site.

CTV policies are guided by: The Constitution of the United States of America; The Cable Communications Policy Act of 1984, as amended; the Cable Consumer Protection Act of 1992, as amended; the Telecommunications Act of 1996; other applicable federal and state laws and court decisions; CTV's Bylaws; CTV's Service Contracts with the City of Knoxville and Knox Co.; and Cable Franchise documents for the City of Knoxville and Knox County.

**WELCOME TO CTV**

**1.01 MISSION/HISTORY** The mission of CTV is to serve the community by providing a public forum for local residents, organizations, and government. With a distinguished history of service to the community since 1975, CTV is the largest provider of public access in East Tennessee. In 1986, it became chartered as a nonprofit 501(c)(3) corporation.

Accessible to more than 100,000 cable subscribers 24 hours a day, CTV serves a wide constituency, including community residents, nonprofit organizations, community groups, and local government agencies. CTV provides informative, educational, and cultural programming not available anywhere else on television. Programs and services include technical training and access to the facilities and equipment necessary to produce cable television programming of interest and concern to our constituents.

Cable Channels on which CTV may be viewed in Knoxville and Knox Co. include: Comcast NBC UNIVERSAL (Channel 12), Charter (Channel 193), WOW! (Channel 6), at&t | U-verse (Channel 99). A live stream may also be viewed at ctvKnox.org.

Funding for CTV is derived from contracts between CTV and the City of Knoxville and Knox County to provide Public and Government Access, and grants from participating cable service providers.

**1.02 NON-DISCRIMINATION** No individual will be denied access to CTV equipment, facilities, or channel time on the basis of race, sex, sexual orientation, age, physical disability, religious or political belief, ability to pay or due to the nature of the programming interest.

**USING THE ACCESS CENTER**

**2.01 PRODUCER ROLES** CTV welcomes video programming produced by community residents, local non-profit organizations, and local government agencies. Volunteer community producers who assume the role of Executive Producer are responsible for coordinating the efforts of everyone involved in the programs associated with their project and legally responsible for the content of each program. Other volunteer community producers who assist in the production assume the role of Crew. They too, have a responsibility to adhere to all procedures and content guidelines.

**2.02 ELIGIBILITY**

Executive Producers must: (a) be a current resident of Knoxville or Knox County, (b) be at least 18 years of age, (c) have a current Tennessee driver’s license, or other acceptable proof of identity, (d) sign a Producer Agreement Form, and (e) pay the $24 annual video access fee.

Crew must: (a) have a current Tennessee driver’s license, or other acceptable proof of identity, (b) sign a Producer Agreement Form, and (c) pay the $24 annual video access fee. Crew members do not necessarily have to be residents of Knoxville or Knox County. If they are under the age of 18, an adult must co-sign the Producer Agreement Form and Equipment Reservation Forms associated with portable equipment checkouts. NOTE: Payment of the $24 annual access fee includes any necessary training and use of all CTV studios, portable equipment and editing suites at no extra charge.
2.03 CTV/PRODUCER RELATIONSHIP CTV is a private non-profit corporation. Community producers are not agents or employees of CTV. At no time may any individual or organization identify or represent himself or herself as an employee or agent of CTV unless they are hired by CTV. Community producers create programming for themselves or the organization they represent. Except as described in these policies and procedures, CTV exercises no control over their activities. Producers must not promote their programs as being produced "for CTV." Rather, they should indicate that their programs "will be seen on CTV."

2.04 LOCATION/HOURS OF OPERATION In 2009, CTV moved to 808 State Street – directly behind First Tennessee Plaza. Follow these directions: (1) Exit from I-40 (East or West) at Hall of Fame Drive. (2) Take Hall of Fame Drive south to Hill Street. (3) Turn right on Hill Street, just beyond the Women's Basketball Hall of Fame. (4) Take the first right on State Street. (5) CTV is in the second block, across from the First Tennessee Plaza.

Mailing Address and other Contact Information is listed below:

| Community Television of Knoxville | Phone: (865) 215-8848 |
| 808 State Street                  | FAX: (865) 215-4337    |
| Knoxville, TN 37902               | E-mail: cvt@ctvKnox.org |

Operating Hours are as follows:

- Regular Office Hours: 9 am – 5 pm Mon – Fri
- Media Drop Off (window slot): 24 hours/day Mon – Sun
- Portable Equipment Checkout & Return: by reservation Mon – Fri
- Studio Facility Use: by reservation Mon – Fri
- Edit Facility Use: by reservation Mon - Fri

During conditions of inclement weather (snow, tornado, thunderstorms, etc.), hours may vary. CTV may be closed for a "snow day" when Knox Co. Schools are closed due to severe weather. Be sure to call ahead before coming.

TRAINING

3.01 GETTING STARTED If it is necessary to operate any CTV equipment (cameras, studios, computers, etc.), to produce a program, community producers must first participate in appropriate production training workshops and/or be certified by CTV staff as trained to operate the equipment. Workshops are designed to ensure that producers understand their rights and responsibilities as producers and familiarize them with policies, procedures and proper use of the equipment. Any volunteer community producer who pays the $24 annual video access fee is eligible to take any CTV workshop. It is not necessary to take all (or any) of these workshops to produce programming for CTV. For example, if you wish to air a summer vacation video you recorded using your own camera or cell phone, you may do so without participating in a workshop. You only need to take a workshop if you plan to use CTV equipment to produce it.

Workshops are usually presented in two or three 2-hour sessions by appointment at times that are convenient for the producers (Mon – Fri, between 10 am and 6 pm).

3.02 STUDIO PRODUCTION WORKSHOPS During two or three 2-hour sessions, participants learn all aspects of television studio production, including camera operation, lighting techniques, graphics, directing, audio, and on-camera presentation. To enroll in a studio production workshop, at least 3 people (maximum of 8) must be assembled as a "crew".

3.03 PORTABLE EQUIPMENT WORKSHOPS During one or two 2-hour sessions, participants are introduced to portable video cameras and techniques for producing programs on location, basic operation of camcorders, how to use external microphones, when to use a tripod and the importance of lighting. Rules and procedures related to portable equipment checkouts are also reviewed. To enroll in a portable equipment workshop, a minimum of 2 people (maximum of 5) is required.

3.04 DIGITAL EDITING WORKSHOPS During two or three 2-hour sessions, participants learn how to trim and adjust video clips and add transitions, graphics, background music, voice-overs, and other effects. Digital editing workshops are usually taught one-on-one.
USE OF PRODUCTION EQUIPMENT

4.01 GENERAL GUIDELINES  Producers are encouraged to seek technical assistance from the CTV staff during the pre-production planning of their programs. Staff are not permitted to provide creative assistance related to program content or produce your program for you, but they are permitted to provide suggestions related to specific equipment, techniques, and planning that could be used to help ensure a successful project.

The primary intent for the use of CTV facilities and equipment must be to create programming that will be seen on the access channel. CTV equipment shall not be used in any way for commercial promotion, personal profit, or remuneration. Violation of this policy may result in suspension or revocation of access privileges.

CTV production equipment and facilities are made available at no additional cost on a first-come, first-served basis to producers who have paid their $24 annual video access fee and have been certified to operate CTV equipment. Under no circumstances may CTV equipment be transported outside of Knox Co., Tennessee.

4.02 EQUIPMENT AVAILABILITY AND USE  CTV hours of operation are outlined in Section 2.04. All equipment and facilities must be reserved prior to use. Reservations are granted by phone or in person on a first-come, first-served basis. It is important to notify CTV staff as soon as possible if a reservation must be changed or canceled. Producers who repeatedly make reservations but fail to make proper notifications or fulfill their commitment may lose access privileges. Producers are responsible for making sure facilities are left in good order and any equipment malfunctions are reported to CTV staff. Persons under the age of 18 must be under adult supervision at all times while using CTV facilities or equipment.

Trained community producers who are at least 18 years of age may check out portable equipment. They must sign the Equipment Reservation Form accepting financial responsibility for any equipment that is lost, stolen, or damaged while in their possession. If a trained producer under the age of 18 wishes to check out portable equipment, an adult must sign the Equipment Reservation Form and provide adult supervision at all times while equipment is being used. Under no circumstances may CTV equipment be transported outside of Knox Co., Tennessee. CTV reserves the right to adjust equipment use policies based on user demand and the availability of production equipment.

4.03 COMPUTER EQUIPMENT  CTV may authorize confidential logins and passwords on computer equipment, but producers should have no expectation of privacy or security of the material loaded or stored on such equipment. Producers are strictly prohibited from loading (or off-loading) software of any kind without expressed written approval from the General Manager. Except for CTV-owned cameras, producers are prohibited from attaching any other cameras to CTV computer equipment without staff assistance. Absolutely no other peripheral equipment may be attached to CTV computers without expressed written approval from the General Manager. CTV may monitor access to computer equipment to ensure the security and operating performance of its systems and networks and enforce CTV policies. While CTV staff does not routinely review the content of raw video footage or finished programs, viewing of video files may occur for the reasons specified above.

4.04 MEDIA FILES AND DVDs  Due to the high volume of media files and DVDs that pass through the facility, CTV cannot be responsible for the security of media owned by producers that is left at the facility. If media owned by a producer is left at the facility, it should not be the only copy.

PROGRAMMING AND CHANNEL USE

5.01 LOCAL PROGRAMMING  CTV accepts only local programming produced by residents of Knoxville or Knox Co. Local programming is defined as programming that contains no more than 10% of material produced by non-residents of Knoxville or Knox Co.

5.02 PROGRAM RIGHTS  Pursuant to the Producer Agreement Form signed by each producer, CTV is licensed to broadcast all submitted material whether or not it is produced using CTV equipment. Programs produced using CTV equipment must be for the purpose of airing on the access channel. CTV owns the copyright to all material produced using CTV equipment (studios, portable equipment, computers, etc.). Any outside use of material produced using CTV equipment, (other than personal home viewing or educational use), must first be approved by the General Manager. This can be accomplished by submitting a written request to the General Manager.
5.03 CTV PRODUCED PROGRAMS As a general rule, CTV does not grant permission to make copies and/or publish derivative works (clips or otherwise edited versions) of programs for which CTV owns the copyright. With written approval from the General Manager, unedited copies of CTV-produced programs may be allowed under certain conditions.

5.04 PROGRAM LIABILITY Executive Producers agree to indemnify and save harmless CTV, the City of Knoxville, Knox County, Comcast Xfinity, WOW!, Charter, at&t U-verse and any members of their staffs, Boards of Directors, officers, stockholders, etc., from any and all claims, demands, damages or other liabilities which may be made against or arise out of the broadcast of the program submitted to them, whether or not the program has been reviewed by CTV prior to broadcast, and to pay CTV, the City of Knoxville, Knox County, Comcast Xfinity, WOW!, Charter, and at&t U-verse all legal fees and expenses incurred by it in connection with any legal proceedings concerning broadcast of this program, as such legal fees and expenses arise.

5.05 PROGRAM CONTENT CTV encourages community producers to exercise the responsible expression of their 1st Amendment rights. Executive Producers are solely responsible and legally accountable for the content of their programs and as such may be subject to prosecution for the broadcast of illegal material. Executive Producers are required to complete a Producer Agreement Form in which the Executive Producer accepts responsibility for the content of the program and provides CTV with a contact telephone number through which the Executive Producer can be reached for viewer comments. This phone number will be made available to all who request it. Executive Producers must be at least 18 years of age.

The following are absolutely prohibited for any and all programs or messages cablecast on the access channel administered by CTV:

1. Contests that involve directly or indirectly the elements of a lottery, gift, enterprise, or similar scheme, offering prizes dependent in whole or in part upon lot or chance. Reference section 76.213 of the rules of the Federal Communications Commission.
2. Material which would subject the producer or supplier to civil or criminal prosecution under any applicable local, state, or federal law for production or presentation of obscene or erotic material, slander or libel, invasion of privacy.
3. Material soliciting or promoting unlawful conduct.
4. Material that is copyrighted or subject to ownership or royalty rights, union residuals, or other payment (e.g. music, written works, photographs, film, video) unless the producer has obtained all necessary permission, releases, licenses and made all necessary payments to authorize broadcast of any such material. Original evidence of such payment or permission must be produced.
5. Promotion of any business, product, service, private school or commercial event.
6. Direct solicitation of funds.
7. More than 10% of imported programming content, including any copyrighted material for which permission for use has been obtained.
8. Promotions and endorsements on behalf of political candidates.
9. Promotion or mention of any website owned or managed by a for-profit entity (company or individual).

If a court order is issued against a program or series for any reason, the broadcast of that program or series will be suspended pending the legal decision.

5.06 POTENTIALLY OFFENSIVE PROGRAMMING The following guidelines are not intended to discourage free expression. They are intended to achieve a balance between the First Amendment right to free speech and the cable subscriber's right to be protected from unwanted viewing of offensive material.

Content. CTV policy is to refrain from the broadcast of programs that are obscene under federal or Tennessee State Law. CTV will, however, broadcast programs that are identified as "potentially offensive" based on the content categories outlined below. CTV’s Board expects that these guidelines will change in the future based upon actual experiences with specific programs. A program that contains any of the following will be considered "potentially offensive to some audiences" and will only be broadcast with a viewer warning during a late nighttime slot.

- **Language:** slang, vulgar or colloquial expression which refers, in the context in which it is used, to sexual intercourse, masturbation, anal or oral sexual contact, to human genitals, or to human elimination; or abusive language against men or women, ethnic groups, religious groups, sexual orientation, or persons with disabilities.
- **Sexual Activities:** images or depictions of the Specified Sexual Activities defined in Article XII, Section 16-468 of the Code of Ordinances of the City of Knoxville.
• **Anatomical Areas:** depictions of the portions of the human body defined as Specified Anatomical Areas in Article XII, Section 16-468 of the Code of Ordinances of the City of Knoxville, and that appeal to the prurient interest.

• **Violence:** extreme acts of violence against actual people; or a depiction of extreme violent acts in dramatic and/or poetic manners.

• **Graphic Images:** images or depictions of human or animal elimination and/or mutilation; images or depictions of graphic medical surgical procedures; or images or depictions abusive against men or women, ethnic groups, religious groups, sexual orientation, or persons with disabilities.

**Program Agreement Form.** Each Executive Producer is responsible for certifying to CTV on the Program Agreement Form whether their programming contains any "potentially offensive" material according to the above guidelines. Should any Executive Producer fail to properly disclose the "potentially offensive" nature of the program on the Program Content Form, CTV has the right to suspend or terminate the producer's privileges. Any suspension or termination of privileges will include both the Executive Producer and all other persons associated with the production of the program. In addition to the foregoing factors, the staff of CTV also has the authority to determine classification as potentially offensive based on items which may not be listed above.

**Mature Audience Rating.** All programs identified as Potentially Offensive Programming (POP) will bear the “TV-MA” (TV – Mature Audience) rating. No program identified as POP will air until such time as the cable interactive program guide has identified and marked the timeslot for that program as TV-MA.

"Late Night” Time Slots. Programming containing potentially offensive programming will be broadcast during “Late Night” Time Slots between midnight Friday until 4 am on Saturday.

**Viewer Advisory Message.** If a live program is intended for a general audience, and measures are taken to prevent indecent language to no avail, scheduling of replays as adult programs can be avoided by editing out vulgarities. If indecent language cannot be deleted, then the producer must add a Viewer Advisory Message to the program and any subsequent replays will occur in "Late Night" time slots. The Viewer Advisory Message (audio and video) shall be broadcast and/or edited on the video for 30 seconds to 60 seconds prior to the start time of the program. Viewer warnings may also be required in the body of long (60 minutes or greater) programs. CTV retains the right to place Viewer Advisory Messages before any program.

**5.07 PROGRAM SCHEDULING** CTV welcomes community producers who submit single programs for air on the channel and other community producers who provide multiple episodes of regular series programs. Twice a year, time slots on the channel are randomly assigned to producers of regular series who have met the minimum requirements pertaining to the number of episodes that must be submitted in order to maintain a regular time slot.

**Master Schedule** Two different master schedules are created each year; one for the first half of the year (Jan – Jul) and one for the second half (Jul – Dec) for 2 important reasons: (1) to be fair to everyone, and (2) to help everyone reach a wider audience. Time slots are randomly assigned within each of these schedules around other fixed time frames (regular government meetings, live programs, etc.). New regular series that begin after the program schedules have been created and other non-series programs are awarded time slots at the discretion of the General Manager based upon program length and availability.

**Regular Time Slots** Regular time slots are awarded to Community Producers who commit to providing new programming on a regular basis. Regular time slots may not be bartered or sold. Programs must be submitted at least two business days before they are intended to air. Programs not delivered in accordance with this schedule may be delayed for playback. For regular weekly shows, it is expected that a new program will be created for each week. Most producers create and submit 4 episodes at a time to stay ahead of scheduling deadlines. The minimum requirement to maintain a regular weekly time slot is to maintain an average of 2 new episodes per month. Producers should not assume that time slots traditionally associated with “prime time” on commercial television are equally desirable on community television. In fact, prime time on commercial television may actually be considered less desirable because of competition. With DVRs that can be set to automatically record TV programs, no time slot is a “bad” time slot as long as producers do a good job of communicating information about their time slot to their constituents.

**Repeats** Executive Producers of a regular series of programs may repeat a previously aired episode only once during their regular time slot, but airing of such programming is always at the discretion of CTV. The “repackaging” of previously aired program material (changing the program title, rearranging scene sequences, using clips from old programs, etc.) does NOT constitute "original" programming. Programs containing more than 10% of such material shall NOT count as original programming for the purpose of airing, reporting, or count toward the required number of new programs needed to
maintain a regular time slot. Furthermore, submission of previously aired material not properly identified as “Repeat” programming will result in the suspension of access privileges.

5.08 ADVERTISING Programming submitted by community producers shall not contain any advertising, promotion, or endorsements of any business, product, service, private school, or commercial event in any context that involves the producer’s promotion, endorsement, approval or recognition of such. Except as expressly permitted below, this includes mentioning or displaying the names, logos, phone numbers and locations of such.

5.09 UNDERWRITING Producers may not require compensation or consideration of any kind from individuals or businesses in exchange for appearing on their programs or promotion of any kind. Credit for underwriting support, (limited to goods or services provided to make the production possible), may only appear at the conclusion of the program using graphics on a full or partial screen with a plain background, or using a voice-over for a maximum of 10 seconds. The underwriting support message shall be limited to the following: “Support for this program has been provided in part by . . . underwriter name(s).” Underwriters shall not be recognized during the body of the program.

5.10 COMMERCIAL AFFILIATIONS Producers and guests with a commercial affiliation who appear on CTV programs may be verbally identified once at the beginning of the program, and once at the end by name and qualifications only. Graphics displayed throughout the program may contain only the name of the individual, or individuals, not their affiliation. Under no circumstances should reference be made to any commercial entity that employs, or is owned in any way by, the producer or guest. Violation of these policies may result in suspension or revocation of access privileges.

5.11 POLITICAL PROGRAMMING Any program describing or endorsing declared political candidates or describing ballot issues that is directly related to a current campaign is considered “Political Programming.” Programs which include appearances by incumbents acting in their current elected or professional capacity are not included in this definition. Each political program produced by CTV and for which CTV has direct editorial control (e.g. “Equal Time”) will be nonpartisan and will provide an equal opportunity for all candidates or parties concerned to participate. If a candidate or issue representative declines to participate, CTV will not be obligated to provide other opportunities. CTV encourages local community producers to provide like opportunities when they produce programs about political candidates or ballot issues.

5.12 LIVE PROGRAMMING Live programming is available from the CTV live studio or from the Assembly Rooms at the City/County Building. Requests for live programming must be approved through the General Manager at least 30 days in advance of the program date. The proposed live time slot must be available. If the proposed time would preempt a regularly scheduled program, the Executive Producer of the live program must have written approval from the Executive Producer of the program that would be preempted. It is up to the Executive Producer to negotiate this approval. A live access fee of one dollar ($1.00) per minute will be charged for all live programming. This fee must be paid to CTV prior to air, unless the General Manager approves other regular payment arrangements. Events that CTV is contractually required to cover (e.g. government meetings) may never be preempted for other programming.

Executive Producers of LIVE programs may earn and maintain a reserved time slot for a regular weekly series under the following conditions:

• The regular series must be produced during normal operating hours.
• Four (4) pilot episodes must be produced during four (4) consecutive weeks to earn the time slot.
• Successive episodes must be produced every week thereafter, with no more than one exception per month.
• More than one exception in a month will result in loss of the “reserved” status of the weekly time slot for 6 months.
• CTV reserves the right to preempt live series programs when necessary.
• A Live Fee ($1/minute) must be paid for ALL live programming prior to air.
• Pre-recorded episodes may be aired in the time slot on occasion, but the Live Fee must still be paid.

5.13 COMMUNITY EVENTS CALENDAR CTV proudly hosts a graphics based Community Events Calendar for local nonprofit organizations to promote date-specific upcoming events. It airs on the channel between scheduled programs and at other convenient times throughout the day and night to reach the widest audience possible. Our online version allows viewers to browse upcoming event announcements at any time at the front page of our web site. There are only three requirements a nonprofit organization must meet to post announcements on our calendar: (1) official proof of the organization’s nonprofit status, (2) payment of a $30 annual calendar access fee, and (3) a registered user account at the CTV website.
5.14 EDUCATIONAL ACCESS  The mission of the Education Channel of CTV is to deliver programming and support services for public educational institutions in the City of Knoxville and Knox Co. Programming will run on the channel dedicated to educational access programming if it falls under one or more of the following categories:

1. produced and/or supplied by a public educational institution or organization (a school, board of education, teacher’s union, etc.);
2. produced by students or members of a public educational institution or organization on behalf of that institution or organization;
3. contains subject matter related to structured education (such as that received in public schools), sanctioned by a qualified learning institution;
4. on-air participants are representing a public educational institution or organization.

Programming will be produced by the various public educational institutions in the City of Knoxville and Knox County districts, CTV, or may be imported.

SUSPENSION OF PRIVILEGES

6.01 GENERAL STATEMENT  In order to ensure that CTV equipment and facilities remain in good working order and are used in such a manner as to fulfill CTV’s contractual obligations to our funding jurisdictions, CTV reserves the right to refuse on a temporary or permanent basis or otherwise initiate disciplinary or legal actions against individuals or organizations that violate the Code of Conduct or otherwise interfere with or jeopardize CTV operations or otherwise violate these Operating Policies. Suspension/termination of privileges may be appealed to the CTV Board of Directors as described in Section 8.

6.02 CODE OF CONDUCT  Individuals and organizations using the CTV facilities and channel must agree to abide by all CTV policies regarding the use of equipment or channels for the production and presentation of their programming. In addition, they are expected to respect the rights and dignity of the staff and other individuals in the facility. Conduct that discriminates against or degrades any person will not be tolerated. A reasonable standard of courtesy and respect must be observed. CTV reserves the right to restrict any person from using CTV facilities for violation of this or other policies that result in the disruption of CTV activities and operations. Executive Producers are responsible for the actions of their crew and parents/guardians are responsible for supervising their children while in the facility. Violations of CTV policies by crewmembers may result in disciplinary action for the Executive Producer and the entire production crew.

In addition to the Code of Conduct, individuals who use the CTV facilities and/or channel must agree to abide by the following rules. Specific violations are set forth in writing in order to provide notice to all who use CTV facilities. They are not designed to define violations in exhaustive terms. Individuals may be accountable to both civil/criminal authorities and CTV for acts which constitute violations of law on or off the premises. Individuals shall be subject to disciplinary action for violation of any provision of the CTV policies.

The following acts are prohibited:

1. **False information**: Intentionally providing false information to CTV for the purpose of obtaining services, access to channel time, or to avoid determination of facts in accordance with any CTV investigation or hearing.
2. **Misrepresentation**: Intentional misrepresentation by a producer as a CTV employee, representative, or agent.
3. **Use of CTV Name/Logo**: Unauthorized use of the CTV logo, name, indicia, motto, or symbols for any purpose without prior consent by the CTV General Manager.
4. **Unauthorized Use**: Using facilities or equipment for private, commercial, or any purpose other than production of programming for broadcast.
5. **Destruction of Property**: Intentionally and/or recklessly destroying or damaging CTV property or the property of others on CTV premises or at CTV sponsored events or activities.
6. **Lewd Behavior**: Engaging in lewd, indecent, erotic, or obscene behavior on CTV premises or at CTV sponsored activities.
7. **Dangerous Behavior**: Engaging in any behavior which endangers the safety of persons or property at the access center.
8. **Harassment, Threats and/or Physical Harm**: Threatening, intimidating, harassing (sexually or otherwise) or physically harming another person on CTV premises or at any CTV sponsored activity or event.
9. **Disrupting CTV Functions**: Intentionally and/or recklessly interfering with the normal CTV operations or with CTV sponsored activities.
10. **Unlawful Acts**: Engaging in any unlawful act while on CTV premises.
11. **Illegal Drugs:** Use, possession or distribution of any controlled substance or illegal drug on CTV premises or at CTV sponsored events.
12. **Smoking:** Smoking is prohibited inside the CTV facilities.
13. **Theft or Conversion:** Deprivation of another person's property including CTV property or services without that individual's or CTV's authorization.
14. **Trespassing:** Unauthorized entry into restricted areas.
15. **Landlord Violations:** Violating the policies of the facility landlord or Public Building Authority.
16. **Weapons, Firearms, Explosives & Dangerous Chemicals:** Use or possession of any weapon, explosives, dangerous chemicals, substances or instruments or other weapons, as defined by state law, which may be used to inflict bodily harm on another individual or damage upon CTV premises or CTV sponsored events is prohibited, except when being displayed or demonstrated in conjunction with a bona fide production, for which permission has been granted by the CTV General Manager.

**6.03 DISCIPLINARY ACTIONS** Engaging in any of the acts described in Section 6.02 may result in immediate and permanent revocation of access privileges. The CTV General Manager and Board of Directors will determine the termination or length of any suspension based on circumstances surrounding and the severity of the incident(s) that resulted in the suspension. Services may also be suspended or prohibited to individuals for criminal activities off-site that may pose a danger to CTV or its operations. Suspension or termination of privileges may be appealed to the CTV Review Board as described in the Dispute Resolution and Appeals Process section below.

The following will certainly result in immediate and permanent revocation of access privileges:

1. **Physical assault** on CTV staff or other individuals.
2. **Theft, Vandalism, or Willful Damage** of CTV facilities or equipment, or the property of other individuals while at CTV facilities or events.
3. Providing **False Information** to CTV regarding identity or other required information, including falsification of legal agreements required for use of the CTV facilities and channels.
4. Repeated verbal or physically **Abusive Behavior**.

**BOARD OF DIRECTORS**

**7.01 BOARD COMPOSITION** Controlled by a Board of Directors, CTV is a private, **501(c)(3) non-profit organization** serving as the public, education, and government access channel for the City of Knoxville and Knox County. All Board Member nominees must be approved and appointed by Resolution of City Council as follows:

- 1 director shall be appointed by the City Mayor from the Mayor’s staff
- 1 director shall be appointed by City Council to represent the Council on the Board
- 1 director shall be nominated by Comcast/XFINITY Cable Company, the franchisee, or its successors
- 1 director shall be the Chairman of the Cable Television Committee of the Knox County Commission, or the Chairman’s designee
- 3 directors shall be nominated by the General Manager from the community volunteers involved in the production of television programs through the public access channel
- the remaining directors shall be nominated by the Board of Directors based upon expertise and specific needs

The appointed directors enumerated above may nominate additional directors. When the board is composed of 6, 7, or 8 members, two of those members shall be appointed among the active producers of CTV. When the Board is composed of 9, 10, or 11 members, three of those members shall be appointed among the active producers of CTV.

**7.02 ADDRESSING THE BOARD OF DIRECTORS** Persons wishing to address the Board must notify the Board in advance of their intention to be heard. They will be heard at the end of the scheduled board meeting, unless they are speaking to a specific agenda item.
9 DISPUTE RESOLUTION & THE REVIEW BOARD

8.01 DISPUTE RESOLUTION AND THE APPEALS PROCESS  It is hoped that disputes can be resolved by a good faith effort to reasonably discuss the problem to arrive at an acceptable solution for everyone involved. When this is not acceptable or practical, a user may file a formal written request with the General Manager to call a meeting of the CTV Review Board. If an individual wishes to file an appeal to a staff decision they should file a written formal request and return it to the General Manager within 30 days of the staff decision. The General Manager will notify the Review Board and set a meeting date within 30 days of the receipt of the request. The appellant will be given the opportunity to address the Review Board during the meeting. Decisions of the Review Board may be appealed by requesting a review by the CTV Board of Directors using the same process described above. Decisions of the CTV Board of Directors are considered final.

8.02 REVIEW BOARD  The Review Board deals with dispute resolution relating to member status, production guidelines, and channel use. The Review Board is a committee comprised of 3 CTV Board members.

The responsibilities of the Review Board include, but are not limited to:

- Appeals for producers whose privileges have been suspended
- Review of programs for adherence to CTV policies
- Appeals for programming denied for broadcast
- Response to viewer complaints not otherwise resolved by CTV staff
- Review of procedures for compliance with operating policies
- Advise staff on policy interpretation for specific cases

Review Board meetings require a quorum of three. Decisions of the Review Board are made by majority vote. Minutes of all Review Board meetings will be sent to the Board of Directors. Vacancies will be filled by the CTV Board of Directors for the duration of the unexpired term.

DEFINITIONS

"First Amendment of the Constitution of the United States of America" – Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press, or the right of the people peaceably to assemble and to petition the Government for a redress of grievances.

"Channel" refers to the channel(s) administrated by CTV on any video service provider’s system operating in Knoxville or Knox Co., including on cable TV and streaming on the Internet.

"Video" refers to any pre-recorded program submitted to CTV for air, regardless of format or media upon which it is recorded.

"Equipment" refers to any and all equipment available for the production of community access programming.

"Facilities" refers to the property not directly related to the production of community access programming currently under control of CTV.

"Broadcast" refers to the transmission of a project, program, and/or other material through any medium including, but not limited to, cable TV, Internet streaming, and/or transmission of any other type.

"Resident" is defined as an individual whose principal abode (e.g. home, house, apartment, facility, structure, etc.) within which the individual lives the majority of the time located in the City of Knoxville or Knox Co.

"Producer" refers to a person who has paid their access fee for the current year and “certified” having successfully completed applicable CTV training, or having demonstrated sufficient knowledge of the facilities and equipment available to them, and having signed a Producer Agreement Form.

"Executive Producer" refers to a community resident who has paid their access fee for the current year as a CTV producer, acknowledged their specific role in the production of a project, and signed a CTV Producer Agreement Form, accepting full responsibility for the content of all programs associated with that project.
"501(c)(3) Nonprofit Organization" refers to any organization that is recognized by the IRS as a 501(c)(3) tax-exempt organization and is also registered with the State of Tennessee as a non-profit corporation.

"Imported Programming" refers to programming produced by someone other than a resident of City of Knoxville or Knox Co.

“Advertising” refers to any material designed to promote any commercial service, business, or product.

"Indecent Material" is defined by the courts as the repetitive and deliberate use of language or material that depicts or describes, whether directly or by innuendo, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities or organs. For example, extreme physical violence or degradation, nudity, graphic depiction of medical procedures, and repetitive use of profanity would be considered "indecent." Profanity includes, but is not limited to, words such as those identified in FCC vs. Pacifica.

"Obscene" is defined by applying the "Miller Test": (a) whether the average person, applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest; (b) whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable state law; and (c) whether the work, taken as a whole, lacks serious literary, artistic, political or scientific value.

“Single Program” refers to an individual program that is not part of a series.

“Program Series” refers to a project with multiple episodes with at least two new, never-before-aired episodes each month.

"Late Night Time Slot" shall refer to timeslots between midnight Friday until 4 am on Saturday.