

Rules and Procedures for the Norwood Young America Local Access Channel (NYATV)

1. Mission and Philosophy

It is the mission of the Norwood Young America Access Channels (NYATV) to provide opportunities for educational, governmental, civic and charitable groups to cablecast / broadcast programs that will promote open expression, economic growth, public forums, and enrichment of the multi-cultural, artistic and civic aspects of life in the community of Norwood Young America, MN.

2. Channel Use Guidelines

- a. NYATV shall be available to any group or other entity wishing to cablecast / broadcast programs of nature consistent with the mission statement above who is a resident or doing its principal business in the City of Norwood Young America or the county of Carver and will not discriminate on the basis of race, religion, sex, age, national origin, or handicap.
- b. NYATV's equipment and facilities are for the use of public purposes only.

3. Program Guidelines

- a. Programs cablecast / broadcast may not contain:
 - i. obscene or indecent content as defined by applicable law;
 - ii. fundraising material not in compliance with law;
 - iii. libel, slander, incitement or invasions of privacy;
 - iv. Content protected by copyright, unless the proper authorization has been obtained; and
 - v. Any other content that is improper or in violation of the law as determined by the City.
- b. NYATV will not exercise editorial control over the content of any person's programs. NYATV does not assume responsibility for previewing programs. All program content is the responsibility of the person producing the program.
- c. Access equipment, facilities, and channels may not be used for the presentation or production of material designed to promote the sale of commercial products or services or the dissemination of any information directly or indirectly involving lotteries as defined in Section 76.213 of the Rules of the Federal Communications Commission.
- d. Violations of Section 3(a) (b) and (c) may result in cancellation of the User's program, or in the case of repeated violations of the Rules and Procedures, suspension of the privilege to use channels.
- e. Programs cablecast / broadcast may have underwriters that can be acknowledged at the beginning, middle and/or end of the program.
- f. Any person submitting or producing a program to be cablecast / broadcast assumes responsibility for program content and will be required to sign a Cablecast Request Form.
- g. Any program, which fails to abide by the Program Guidelines, will not be accepted for cablecasting.
- h. Programs may be cablecast up to 6 times and then may be placed at the end of the filler rotation for later air dates.

- i. NYATV studios will not retain copies of any program or programs submitted or produced other than Norwood Young America City Government meetings.
- j. Complaints of programs which may violate these Rules and Procedures will result in a suspension of the program from the schedule until the program is reviewed by the City's Attorney. Complaints must be submitted in writing to Norwood Young America City Staff and need to be specific to the program and detailed on the alleged violation.
- k. Any submitted or produced program found to violate this policy will be immediately removed from the cablecast / broadcast schedule and not allowed to air. The person submitting or producing the program will be notified of the violation.

4. General

a. NYATV is a branch of the City of Norwood Young America. The guidelines of its channels will be implemented on an operational basis by NYATV's cable coordinator. Day to day decisions on particular matters will be at the discretion of NYATV's cable coordinator and will include but not be limited to the following:

- i. Whether or not staff will tape, produce, edit, or cablecast / broadcast any particular program, activity or event.
- ii. Whether or not a particular program will air, the time it will air, what channel it will air on, and what forms or permission may be necessary for airing.

5. Community Announcements

Currently, there are no airtime charges for community announcements. Announcements shall contain all pertinent information, including a contact person and a phone number.

6. Format

NYATV supports the following formats: DVD, MPEG4

7. Preferences

- a. The City will have the final determination over any conflicting preferences in these Rules and Procedures or dispute not covered by these Rules and Procedures.
- b. Programs cablecast / broadcast do not necessarily reflect the views and opinions of the City and/or its employees.