

KLTV Policies and Procedures 2011

Preface

The purpose of this document is to clearly set forth the rules and procedures that govern the operation of Kelso Longview Television facilities. These rules and procedures are intended to encourage maximum participation by individuals and groups from greater Cowlitz County in a fair and equitable manner. This document also describes guidelines for membership, training, program production, channel use, and responsibilities.

These policies are designed to be flexible and to change as the needs of the community evolve. They are guided by The Cable Communication Policy Act of 1992; KLTV's Bylaws; KLTV's service contracts with Longview, Kelso, Kalama, and Cowlitz County; and the KLTV Cable Franchise documents for Longview, Kelso, Kalama and Cowlitz County.

Statement of Purpose

In the beginning KLTV created to administer the use of Public, Education, and Government television channels to the citizens of Cowlitz County. Public access provides a resource that empowers individuals to present their perspectives and concerns on issues that affect the community. It also provides an outlet for individuals and organizations who would like to express their creativity or interests. KLTV provides the facility, you provide the programming.

KLTV operates within a cooperative partnership with the cable provider and funding jurisdictions to facilitate open communication between government agencies and citizens, residents and their neighbors, and nonprofit organizations within the community at large.

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**Kelso Longview Television
Operating Policies and Procedures Manual
Updated January 2011**

Welcome to KLTV

INTRODUCTION / HISTORY

KLTV began as a class at Lower Columbia College in 1973. After the college decided to discontinue the class, a group of citizens formed a non-profit organization that was named Lower Columbia Telecommunications Association. This would later become Kelso Longview Television Inc.

Devotion to the concept of access television as a means of communication throughout the county held the group together. The station operated without a budget until 1980 when the city of Longview agreed to give a portion of the franchise fee to operate the access channel.

KLTV chose a membership-based structure to increase user accountability, demonstrate commitment to the principles of cable access, and help defray operating expenses. Membership expenses are minimal and it is KLTV's goal to remain accessible to any citizen of Cowlitz County.

The mission of KLTV is to make available to cable viewers programming that reflects the interests and serves the needs of every segment of the community. KLTV is unequivocally committed to the expression of lawful free speech defined as by statutes, ordinances and judicial decisions. Our responsibility is to assist, within our limitations, all residents and nonprofit organizations in Cowlitz County in the production of their programs. We require high technical quality, while realizing the content of the programs is the responsibility of the producers. We expect that this will lead to entertaining, diverse, informative, challenging, and interesting video that in the aggregate will appeal to a wide spectrum of the community.

KLTV - Definitions

"Equipment" shall refer to any and all video, computer and/or audio equipment available for production of community access programming.

"Facilities" shall refer to the building and parking lot, remote production vehicle, the three channels on the cable system, and any other property not directly related to the production of community access programming currently under control of Kelso Longview Television.

"Users or Certified Producer" shall refer to those KLTV members who have successfully completed a KLTV training workshop in order to use facilities and equipment.

"Program Sponsor" shall refer to any individual or organization that financially assists in the production or playback of a program or an individual or group that request a program cablecast on KLTV.

"Obscene" and "Indecent" are defined as they are in applicable state or federal law and local ordinances.

"Gambling" means any device, scheme, plan, promotion or contest which is prohibited by local, state or federal gambling or lottery laws.

"Member" shall designate an active dues paying Cowlitz County citizen that assumes responsibility for the program that will be cablecast on a KLTV channel. Members that have not successfully completed training do not qualify as a "Certified Producer"

"Harassment and Sexual Harassment" May be defined as unwelcome, sexually oriented conduct, comments, and gestures or contact when:

1. Submission to such conduct is made either explicitly or implicitly term or condition of employment.
2. Submission to or rejection of such conduct by an individual.
3. Such conduct creates a work environment which interferes with an individual's work or is offensive, hostile, threatening or demeaning. It includes not just demands for sexual favors, but also sexist jokes,

comments, leering, or sexually derogatory comments, even if no job-related threats or benefits are associated with these actions.

"Unwelcome behavior" may be defined as conduct the offender ought to reasonably understand their conduct is not suitable. Remember that the workplace extends to lunches and social gatherings related to work. Harassment policies affect employees, certified producers, Board members, visitors and guests to our facilities.

Non-Discrimination Policy Statement

No person, because of race, color, national origin, creed, religion, sex, age, or handicap shall be discriminated against in any aspect of KLTV activities and service.

No individual will be denied KLTV membership or access to any KLTV equipment or facilities due to inability to pay. Individuals, families and non-profit organizations with limited revenue may, with approval of the KLTV Executive Director, arrange for an in-kind contribution in exchange for their membership.

Code of Conduct

Certified Producers of the KLTV facilities must agree to abide by all KLTV policies regarding the use of equipment or channels for the production and presentation of their programming. In addition, producers are expected to respect the rights and dignity of all users, the staff, or others 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. This code of conduct refers to the behavior of individuals at the KLTV facilities and is in no way meant to dictate content of programming during a production. KLTV staff reserves the right to ask any person to leave the facility for violation of this or other policies which may result in the disruption of the orderly conduct of activities.

Harassment Policy

KLTV is committed to maintaining both a working and learning environment that is free of harassment based on sex, race, color, religion, national origin, ancestry, age, sexual orientation, and physical or mental disability. Any employee, certified member, or visitor who believes that he or she has been subjected to harassment should seek assistance. This will be provided by their immediate supervisor, Executive Director, or Board of Directors. Complaints will be handled with sensitivity to the rights of all concerned. An investigation and specific information may be required to properly deal with each situation. To the extent possible all complaints and related information will remain confidential except to those individuals who need the information to investigate, evaluate or take action in response to the complaint.

Grievance Procedure

A person who feels that they have been denied fair access to the resources of KLTV or have a grievance should send a written notification to:

**Executive Director
KLTV
1706 12th Ave.
Longview, Washington 98632**

**Appeals of the Executive Director's decisions may be referred to:
President, Board of Directors KLTV
1706 12th Ave
Longview, Washington 98632**

Current Organizational Chart

The Organizational chart is attached on the next page. This document is intended to be flexible and may be changed without notice. Financial restraints or other outside influences may cause necessary changes without notice.

BOARD OF DIRECTORS

KLTV is governed by a nine member Board of Directors. The nine positions will be filled by membership voting. Terms will be three years and three positions will be up for election each year. The term will proceed as follows: Positions #1, #2 & #3 up for election in year one, positions # 4, #5 & #6 in the second year and positions #7, #8 & #9 in the third year. The Board will annually elect a President, Vice President, Secretary and Treasurer. These officers will serve in this capacity for a one year term. Board members will be required to serve on various committees described below.

BOARD COMMITTEES

- a. Public Relations & Image - Examines the effectiveness of public relations and makes recommendations for promoting KLTV.
- b. Program Development - Analyzes KLTV program schedule to assure programming is meeting the goals of KLTV. Make suggestion to fulfill KLTV's goal of diversified programming and fair playback schedules.
- c. Facilities/Building - Oversees the building inside and out.
- d. Fundraising – KLTV will need to offset expenses by utilizing fundraising. All staff, board members and certified producers are all encouraged to help ensure financial stability of KLTV by serving on this committee.
- e. Government Affairs – Foster a good working relationship between KLTV and its primary funding sources.
- f. Long Term Planning- 3-5 year Strategy- To help set the future direction and objectives of KLTV.
- g. Membership Drive & Retention – The on-going desire to maintain current members as well the desire to attract additional members.
- h. Technology-to advise the Executive Director of equipment needs and investigate the pricing of this technology.

i. P & P and Bylaws – These documents require periodic updating and revision.

Employment/Conflict of Interest Policy

The board will set the salary scale of the Executive Director and review his/her performance annually. The Executive Director will have similar responsibilities over the operational staff. Certified producers are permitted and encouraged to apply for any position that becomes vacant at KLTV for which they have proper qualifications. Board members can not be compensated by KLTV for personal services. Public disclosure at monthly meetings must be made for payments made to businesses owned or operated by Board Members.

MEMBERSHIPS

THE RIGHTS TO PRIVACY

KLTV will keep private all information it may acquire from any membership application form, series agreement, copyright release or any other necessary form. We will only use this information in our legitimate business activities. We maintain a mailing/contact list but will not sell or share this list unless lawfully directed to do so. This information will not be shared or sold to commercial listing.

ELIGIBILITY

KLTV membership is open to any resident, non-profit organization, and/or government agency located in Cowlitz County. Current staff and their immediate families are excluded from being a KLTV member. Former staff is also exempt for a period of one year following their last day of employment. Board members must be active dues paying members.

Annual membership dues are:

\$75 - Non-profit organizations and government agencies

\$25 - Individuals

\$40 - Families

Non-voting memberships are also available as follows:

Friend - \$ 50

Advocate - \$ 100

Patron - \$ 200

Benefactor - \$ 500

Donations are encouraged and graciously accepted at any time. Waivers and /or fee reductions are available based on financial need. Membership is required before using KLTV production equipment, participating in monthly board meetings, or voting at the annual meeting. Memberships must be renewed yearly.

There are no age restrictions for KLTV membership. However, parents or legal guardians of members under age 18 must:

- a. Sign a consent form when a minor requests training.
- b. Sign a financial/legal responsibility statement when certified users who are under the age 18 request the use of KLTV production facilities, equipment, or schedule programming on KLTV.

At no time may a member identify themselves as employee or agent of KLTV or any of the funding jurisdictions. This may be waived if hired or appointed by KLTV's Executive Director or the jurisdictions to perform a service.

Office space, free photocopies, internet and telephone service will not be provided for non KLTV employees.

INDIVIDUAL

Individual members must live in Cowlitz County or work for a business or organization located in Cowlitz County unless waived by the Executive Director. They may take training workshops and when certified, use the KLTV production facilities and equipment to create programs. Individual members are entitled to vote at the Annual Membership Meeting on issues that are placed before the general membership for approval and to select

members of the Board of Directors.

ORGANIZATIONAL MEMBERS

Organizational members must be registered as a nonprofit organization in Washington State, and have a local primary place of operation. They can be an independent organization, or duly recognized chapter, branch or other division of a larger state, national or international organization with an office in Cowlitz County.

Organizational Members may attend training workshops and may use KLTV production facilities to create programming for cablecast on the access channel. Organizational members must identify one person to vote on their behalf at the Annual Membership Meeting on issues that are placed before the membership for approval and to the KLTV Board of Directors. Certified organizational representatives may crew on any production, but they can only produce programs sponsored by their organization.

If certified organizational users wish to use KLTV equipment to produce programming of their own personal interest that must first air on KLTV's channels, they must become a certified individual member.

FAMILY MEMBERS

Family members are subject to all the requirements similar to Individual Members. Family memberships will be entitled to one vote per family at all Annual Membership Meetings.

ASSOCIATE BUSINESS MEMBERS

Any business organization located in Cowlitz County or has a representative located in Cowlitz County may become a non voting member under one of the following categories:

Friend	\$ 50.
Advocate	\$100.
Patron	\$200.
Benefactor	\$500.

FUNDING JURISDICTIONS

Local jurisdictions which have a service agreement with KLTV are considered organizational members. They receive a waiver of membership fees and all the benefits of paid membership (one vote per Annual Membership Meeting). Membership waivers must be renewed yearly.

NON-RESIDENTS

Individuals who do not live or work in Cowlitz County are considered "non-residents" and may receive training and check-out KLTV production equipment only when working on behalf of an Organizational Member. A "non-resident user" form must be completed and signed by the primary contact for the organizational member.

TRAINING

You may register for the workshops by phone 636-3310 or in person during regular business hours or register on line at our website, www.kltv.org.

WORKSHOPS

Orientation and production workshops are designed to ensure that users understand their rights and responsibilities as members, producers, programmers, and viewers. Additional equipment or skill specific workshops are required to use equipment or facilities. A complete list of workshops, schedules and fees are available both at our front desk and on our website. After graduation from training workshops members are certified to use KLTV production equipment. Training workshops are designed to familiarize the user with proper equipment operation, KLTV policies and procedure. The Producers Workshop is mandatory for any member planning to produce a program using KLTV equipment.

Orientation is free of charge, there will be a minimal charge for all other workshops. Prices will be posted on our website and at our front desk, and may increase periodically to offset costs.

TRAINING RE –CERTIFICATION

Members who have not participated in a production using KLTV equipment for one calendar year must be re-certified at a training workshop before equipment privileges are restored. Technology advances and equipment is replaced, sometimes requiring Certified Producers to re-certify. This requires registration, payment and attendance at a training workshop.

KLTV offers workshops that are the basics of video production and charges a minimal fee for its training. Successful completion of the appropriate workshop is required before an individual will be certified to use KLTV equipment. This will validate your membership and a record will be kept in KLTV's data base.

Volunteers may work on various KLTV produced programs to gain experience useful in producing their own programs. Individuals are also encouraged to work programs of other producers, this is a great way to gain experience and build connections which will help in recruiting a new crew.

DESCRIPTION OF WORKSHOPS

Basic Workshop - Field camera

This workshop teaches the proper operation of single camera field production equipment. Students are also instructed on using audio and lighting equipment for the field. How to best frame a shot, and important pre-production information are also included.

Studio Production Workshop

This workshop teaches proper operation of studio equipment, cameras, lighting equipment, production switcher and audio board. The studio production class teaches community producers how to organize a studio shoot, pre-production planning and the finer details of producing a high-quality program.

Micro-Mobile Workshop

This workshop teaches proper operation of KLTV's portable three-camera field production unit. The Micro-Mobile includes a production switcher, audio board, monitors and record deck.

Character Generator

In this workshop students learn to use character generators to create graphics for studio productions. The class includes training on how to create and store a project, to change the background, font size and color for graphics, titles, credit rolls and crawls.

Non- Linear Editing Workshop

Final Cut Pro – This workshop covers creating special effects with the Apple Computer, Final Cut Pro and the role of the technical director in studio production. Some computer knowledge is a prerequisite for this class.

ADVANCED WORKSHOP

KLTV occasionally offers advanced workshops on studio production. Dates and times will be announced on our website and posted at our front desk.

EQUIPMENT USE

General Guidelines

KLTV reserves the right to adjust equipment use policies based on user demand and the general technical health of our production equipment.

KLTV production equipment is made available on a first booked, first served basis to certified users free of charge to create programming that must be seen on the access channel. Only certified users with current membership and who have completed the Producers Workshop may reserve KLTV production equipment and facilities. KLTV equipment will not be available for rent, personal use, or commercial production. Limitation on the length of equipment booking varies per differing types of equipment. Check with our front desk of limitations.

Prior to use of KLTV facilities, a user must furnish proper identification.

Application to use KLTV facilities by users under the age of 18 must be co-signed by an adult who is legally responsible for the user.

Producers are encouraged to seek assistance from the KLTV staff during the pre-production planning of their programs. Staff can provide suggestions on technique, equipment, and production planning that can help to ensure a successful project, but will not produce the program for you.

You or your organization can contract KLTV to produce your program at the following rates:

Field production- \$ 35 an hour

Studio production- \$125 per 1/2 hour show, \$200 per 1 hour show

Telethon support- \$500

These fees may increase nominally under the guidance of the Executive Director.

Studio productions, editing and portable equipment pick-up / return must be scheduled during regular business hours. KLTV business hours (open to the public) will be determined by the Executive Director and posted on the facility entrance and KLTV's website. Certified Producers, who are consistently late returning equipment, fail to cancel reservation, or violate any other KLTV policies may have their privileges suspended or revoked.

FINANCIAL RESPONSIBILITY

Certified users must sign an Equipment Use Agreement to reimburse KLTV for repair or replacement of any equipment that is damaged, lost or stolen while in their possession. If the certified user is under age 18, a parent or legal guardian must sign the Equipment Use Agreement. Repair or replacement will be strictly enforced.

PORTABLE EQUIPMENT

Portable equipment includes camcorders, tripods, light kits, audio equipment, and accessories for single camera field productions. See a KLTV staff member for reservations. Portable equipment may be reserved for 24 hours at a time.

Certified users may hold a maximum of 2 reservations at a time. Camcorder reservations will be taken up to 1 month in advance. No more than three camcorders may be reserved for any one event at a time. Users may hold a maximum of two 2-camcorder reservations at a time. Each camcorder must be checked out and operated by a certified KLTV member. The portable equipment may not be taken out of Cowlitz County without permission from the Executive Director. Projects outside Cowlitz County should have significant impact on our community, or feature local individuals or groups (i.e. high school sporting events, public hearing about local issues, etc.).

STUDIO

A studio booking includes the control room, and all equipment required for live or recorded productions. Certified users requesting studio time must fill out a studio request form and return it to the staff. Studio requests are not confirmed until entered on the studio reservation calendar.

Certified users may book a maximum of 4 hours per reservation. Recruiting crew is the responsibility of the producer. In order for the production to be successful studio crews must consist of at least 3 people for recorded shows and 4 for live shows. Failure to meet these crew requirements will constitute a forfeit of that reservation. The studio must be left in a clean, orderly state with all equipment in a "Normal" setting and ready in time for the next user. Failure to adhere to this is considered a major infraction and may lead to suspension of privileges. Certified Producers are not permitted to make wiring changes, please see staff on duty if necessary. All other concerns can be addressed by the posted studio rules and checklist. Our staff is available during open business hours for assistance to certified producers.

REMOTE MULTI-CAMERA (Tri-Caster)

The mini-mobile is a 3-camera, remote production system. It is available on a limited basis for individual productions by certified KLTv members at the discretion of staff.

KLTv reserves the right to deny use of the Remote Multi - Camera system for individual productions. Approval for use is based on **available** supervisory staff time, the requesting user's technical expertise and production track record, the ability to transport the system safely. Only persons with Remote Multi-Camera certification may request its use. Request forms for use of the Remote Multi-Camera must be completed in advance of the planned production. Each Remote Multi- Camera production use requires multiples of equipment and crew. The recruiting of certified crew is the responsibility of the requesting producer. KLTv staff will provide supervision and technical support only and will not serve as crew.

EDITING

Only current members certified to use the editing equipment may reserve time on the editing systems. Certified users may reserve a maximum of four hours per session. When individuals arrive to edit, any time not reserved for that day or the following day may be reserved up to the maximum limits described above. Notify the staff that you need the additional time. Certified users who are more than 15 minutes late for their reserved time without notifying staff will lose their reservation. The reserved time then becomes available to the first person who needs it. All regular business hours must be maintained. Staff will not be in the building before or beyond normal business hours to accommodate certified producer editing requests.

Program file storage (Referred to as media)

All media (DVD or other form of program storage) owned by KLTv must be kept on the KLTv premises unless checked out to a user for field work or outside editing. Edit masters and/or air copies will be held until 30 days after the program has completed its originally scheduled run before being recycled.

All media must be properly labeled with producer name and program title. Media found in the studio or edit suites that are unlabeled will be considered available for use and may be recycled.

Program producers are allowed to make one copy of the finished program on media supplied by the user. Guests, crew members or visitors are expected to pay regular dub fees if a copy of the program is requested unless prior authorization has been granted by the Executive Director. Producers or sponsoring agencies of programs not produced through KLTV are not allowed to copy their programs with KLTV facilities. Additional copies will be duplicated at normal KLTV rates. Dub rates are to be \$25.00 per individual copy. This fee may increase nominally under the guidance of the Executive Director. KLTV reserves the right to reject programs that do not meet technical standards.

PROGRAMMING & CHANNEL USE

KLTV has 3 channels on the local cable service:

Channel 11 is reserved for Public Access. KLTV resources go to provide field, studio and multi-camera mobile production equipment, digital editing facilities, frequent training, workshops and staff assistance.

Channel 28 is reserved for Educational Access which provides cable programming to local public schools. KLTV provides schools with assistance, which may include training, production on their special video projects including promoting the school and school events, informing the community about upcoming board measures and informational video about School Services.

Channel 29 is reserved for Government Access. KLTV provides coverage of local government meetings and will help local governments to promote city service or city sponsored events. KLTV will also present informational election programming.

Kinds of Programming

Imported Programs must have a local sponsor. A local sponsor is a member who lives or works in the KLTV service area (Cowlitz County) and is willing to take responsibility for the program and to submit it. Contact the

Programming Scheduler for more information. Program sponsors assume all responsibilities (copyright and/or talent releases) for that program.

Single Program is one program that is scheduled on a case by case first come first served basis. Single programs may be submitted to the Program Scheduler at any time. To submit a single program, complete and sign the cablecast request form and give it to the Program Scheduler.

Series Program is a group of programs scheduled in advance to play weekly, bi-weekly, or monthly. A series allows you to develop a regular viewing audience by maintaining a regular cablecast time. Producing a series is a time consuming responsibility. Failing to meet the scheduled time will lead to denial of a time spot. Complete and sign the series program form and give to the Program Scheduler. Each series agreement will last in duration no longer than 25 weeks. KLTV reserves the right to have 2 “down weeks” per year in which equipment, staff and facilities will be unavailable. (the first week of July and last week of December)

Fillers are single programs not associated with a series production that are used to fill gaps between other programs in playback schedule. Fillers may be submitted for playback at any time and may be any length. Fillers longer than 15 minutes are subject to single program submission policies. Fillers shorter than 15 minutes will not be scheduled but will be used to fill gaps between other programs at KLTV’s discretion. Fillers shorter than 15 minutes may be scheduled by special request but must be submitted 48 hours before the first desired playback timeslot.

PROGRAM RIGHTS

Member producers are the owner of the programs they create and as such retain the copyright for their program. Programs produced with KLTV equipment must premier on KLTV channels and/or KLTV’s website before being submitted elsewhere. Programming material and copies thereof, which are produced using KLTV facilities, shall not subsequently be distributed for profit unless specific arrangements are made with the Executive Director and approved by the Board of Directors. If this policy is

violated, the producer may have limitations place on future equipment use. These rules do not apply to the paid staff of KLTV. Staff may on occasion be required to perform duties which will encompass a fee payable to KLTV.

KLTV recognizes that additional use may occasionally develop in which were not part of the original intent of the producer. Protocol indicates that credit be given to the producer and /or KLTV. Producers may take advantage of these unanticipated opportunities only when:

1. The program has been aired on KLTV's channels first. (Prior to any other use)
2. There is absolutely no distribution of media for profit or fund raising. KLTV reserves the right to retain one copy of selected programs for archival purposes. No use may be made of any part of a program without the producer's consent. KLTV may request but not require that programs be used for promotional purposes or distribution to other access centers.
3. Programs may be "streamed" or re-broadcast on KLTV's website.

PROGRAM CONTENT

KLTV acknowledges that community access programming is protected under the 1st Amendment of the United States Constitution as addressed in the Federal Cable Communications Policy Act of 1992. KLTV encourages community producers to exercise the responsible expression of their Amendment rights. Program producers and /or sponsoring agencies are solely responsible and accountable for the content of their programs. The following content limitations apply to any and all programs or messages cablecast on the access channels administered by KLTV. Community programmers should seek staff assistance in meeting these guidelines.

The following are prohibited:

- a. Lotteries or contests that involve directly or indirectly the elements of a prize, chance, and /or consideration. For further information see reference

section 76.213 of the rules of the Federal Communications Commission.

b. Material which may subject the producer or supplier to prosecution under any applicable local, state, or federal law for: production or presentation of obscene material; slander; libel; defamation, invasion of privacy or publicity rights; violation of trademark or copyright. (See section regarding program content restrictions)

c. Advertising or material designed to promote the sale of products or services, including political advertising spots, commercial content, including but not limited to product endorsement or service description.

d. Direct solicitation of funds. Producers may offer information on fund raising activities, the featured organization, but may not ask viewers for financial contributions.

PROGRAM SCHEDULING

a. LOCAL PROGRAMMING

The program producer or supplier must complete a Scheduling Request and sign a Liability and Indemnification Agreement acknowledging their legal responsibility for program content. Program Producers are responsible to obtain all copyright clearances required to air their program. Failure to do so will result in suspension of privileges.

Programs scheduled to air must be delivered to the KLTV Programming Scheduler at least forty eight hours prior to the airdate. The number of repeat showings any program receives after its first cablecast is determined by the availability of channel time and may change as demand on channel time increases. KLTV reserves the right to change delivery requirements with sufficient notice to all producers. Programs may also be shown either live or re-broadcast on the internet via KLTV's website.

b. IMPORTED PROGRAMMING

Non-commercial programming produced outside Cowlitz County is defined as "imported" programming. Members of KLTV may sponsor imported programming onto access channel 11. Individual programs are scheduled

on a first come first served basis. Series programs will be assigned regular time slots. Producers may request specific times for cablecast. KLTv will make every effort to accommodate these requests within the limits of available channel time but will not guarantee that all requests can be honored. If the KLTv staff has reason to believe that a program violates any KLTv policy, assigned staff may preview the program, refer it to the KLTv Executive Director for review and policy interpretation prior to scheduling. Decisions of the Executive Director may be reviewed by KLTv Board of Directors. Locally produced programs will be granted priority scheduling timeslots over imported programs.

c. SERIES PROGRAMMING

Series producers including live programming may request regular time slots for a season (25 week period). No producer is guaranteed the same time slot from season to season. A series producer must:

1. Deliver each new episode at least 48 hours prior to its scheduled showing
2. Provide individual program information two weeks ahead of airdate.
3. Follow all policies concerning facilities reservation, especially for no-shows and cancellations.

TIME OF CABLECAST /DISCLAIMERS

Producers are responsible for the content of their programs and should be sensitive to the audience that may be viewing at any given time. For example, programs that contain violence, nudity, profanity or adult themes may not be appropriate for "sensitive audiences" and should be scheduled accordingly. Producers are advised to consider the following options when requesting cablecast times for their programs.

1. If you feel your program is not appropriate for general viewing as described above, you may note it on the Scheduling Request Form and ask for a cablecast time between 11:30 PM and 6:00 AM.
2. Programs that are identified as "not appropriate for sensitive audiences," will be preceded by a standard warning message consisting of an easily readable on- screen message stating: "The following program contains material which may be offensive to some viewers or may be

inappropriate for viewing by children.” This message shall appear on the screen for at least fifteen seconds at the beginning of a program. KLTV retains the right to reject obscene/illegal program regardless of submitted disclaimer. A member who’s programming is rejected may utilize the appeals process outlined in further sections. It shall be the responsibility of producer to assure that this message is included on the media of the recorded production containing material described as follows:

a. When any portion of a live human naturally developed body: the nipple or aureole area of a female breast: the genital area of a male or female: the anal cleavage of male or female is seen uncovered.

b. Or containing language described as follows; Language which is heard as slang, vulgar or colloquial expression which refers in context to sexual intercourse, masturbation, or anal or oral sexual contact, to human genitals, or human elimination.

It shall be the responsibility of the producer to see that this disclaimer is inserted at the beginning of any live production which the user has a reason to believe will contain nudity or language described in the foregoing paragraphs. Any disclaimer will be so noted in the program schedule.

PROGRAM LIABILITY

When any program is scheduled for cable casting a Liability and Indemnification Agreement must be signed by an individual acknowledging legal responsibility for program content. If the submitter is under 18 a parent or legal guardian must sign the programming request. The content of programs presented on the access channel is solely the responsibility of the producer.

As such:

a. No liability for the content of access programs for which KLTV does not have direct production control shall attach itself to KLTV, the funding jurisdictions, their agents or employees, or the cable operator.

b. Applicants for cablecast time shall sign a release which saves and holds KLTV, the funding jurisdictions, their agents and employees, and the cable operator harmless for all damages or claims arising as a result of content

of the program and/or the use of access channel by the applicant.

Locally produced programs must include the producer's legal name in the closing credits. Pen names, nicknames or aliases may not be used. Local producers and imported sponsors must grant permission for their phone number to be given out to viewers who call KLTV with comments.

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 appearance by incumbents acting in their current elected or professional capacity are not included in the definition.

KLTV will advise all officially declared candidates and representatives of ballot issues of their right to utilize our facilities and channels once the official filing deadline has passed.

Each political program produced by KLTV and for which KLTV has direct editorial control will be non-partisan and will provide an equal opportunity for all candidates or parties concerned to participate.

If a candidate or issues representative declines to participate, KLTV will not be obligated to provide other opportunities. KLTV encourages local community producers to provide like opportunities when they produce programs about political candidates or ballot issues.

UNDERWRITING & IN - KIND CONTRIBUTIONS

Production related expenses incurred by a Certified producer may be defrayed through in - kind contributions or financial assistance from program underwriters. Producers, individual or organizations, may not receive financial compensation while using KLTV equipment for the production of their own programming. Monies exceeding documented (and prior approved) program expenses will be considered a donation to KLTV.

All in- kind contributions must be directly related to the production. Certified Producers seeking underwriting must file all appropriate paper work and obtain approval for the underwriting activity from the Executive

Director prior to contacting potential contributors.

All attempts will be made to have underwriting on every program under KLTV direct supervision. This money may be used for either operational expenses or a capital purchase campaign as decided by the Executive Director.

KLTV BULLETIN BOARD

An electronic bulletin board displays public service messages or the program schedule when programming is not being aired. The bulletin board can be used on any or all of KLTV's three channels. Use of the Bulletin board is open to any non-profit organization, governmental agency, or educational agency located in Cowlitz County. The Bulletin board may be used to announce meetings, events and activities that are open to the public. No ticket prices or direct solicitation for financial contributions are allowed. Membership in KLTV is not required (however encouraged) to use the Bulletin board.

SUSPENSION OF PRIVILEGES

In order to ensure that KLTV equipment and facilities remain in good working order and are used in such a manner as to fulfill Kelso Longview Television's contractual obligations to our funding jurisdictions, KLTV reserves the right to refuse service on a temporary or permanent basis or other wise initiate disciplinary or legal actions against individuals or organizations interfering with or jeopardizing KLTV operations or otherwise violating these Operating Policies. Suspension of privileges may be appealed to the KLTV Board of Directors.

SUSPENSION OF PRIVILEGES

The following will result in immediate suspension of all privileges

- a. Physical assault on KLTV staff or other users.
- b. Theft, vandalism, willful damage of KLTV facilities or equipment.
- c. False representation by user of himself / herself as a KLTV employee, representative, or agent.
- d. Falsification of legal agreements required for the use of the KLTV facilities and channels.
- e. Use of facilities or equipment for private, commercial, or any purpose

other than production of programming for cablecast.

f. Repeated abusive behavior. Except when used in content of a program with prior approval from the Executive Director, Including sexual harassment or discriminatory conduct in violations of these policies and procedures.

The following are prohibited on KLTV premises and could result in suspension of all privileges:

- a. Consumption of alcoholic beverages.
- b. Possession or use of any controlled (without a valid prescription) or illegal substance.
- c. Possession of a weapon.
- d. Smoking within the KLTV facility or production truck.

Violation of other KLTV policies will be subject to the following disciplinary action:

- a. First infraction -verbal warning-this shall be recorded and placed in a file.
- b. Second infraction - written warning and a copy shall be placed in a file.
- c. Third infraction - suspension - shall be recorded and filed.

The KLTV Executive Director will determine length of suspension based on circumstances surrounding and the severity of the incident that resulted in the suspension (typically between 30 and 90 days for each infraction).

DISPUTE RESOLUTION & APPEALS PROCESS

As a condition of use of KLTV equipment and facilities all persons agree that all disputes must be submitted to the following process.

It is believed that all 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 certified producer may file a formal request with the Executive Director to call a

meeting of the KLTv Board of Directors.

If a certified producer wishes to file an appeal to a staff decision they should submit a Letter of Appeal and give it to the Executive Director. The Executive Director will notify the President of the Board of Directors, who will schedule a meeting. Decisions of the board of Directors are considered final.

COMPLAINT REFERRAL

All complaints concerning KLTv rules and policies, KLTv employees or KLTv certified producers shall be referred to the KLTv Executive Director. If after preliminary investigation, the Executive Director determines that there is potential merit to the complaint, the Executive Director may do any one or more of the following, as appropriate:

- a. Attempt to resolve the matter informally.
- b. If the complaint concerns KLTv employees, proceed pursuant to KLTv personnel policies.
- c. If the complaint concerns KLTv operating rules and policies, refer the matter to the KLTv Board of Directors.
- d. For any other complaints, proceed as The Executive Director deems appropriate.

FURTHER RECOURSE

If the Executive Director concludes that a complaint does not have potential merit, the complainant may submit the complaint in writing to the Board of Directors. On receipt of the complaint, The Board of Directors then shall proceed on the same basis as described above for the Executive Director with instructions for appropriate action.

COMPLAINTS REGARDING EXECUTIVE DIRECTOR

If a complaint relates to the Executive Director, the complainant may submit the complaint in writing directly to the President of the Board of Directors. The Board of Directors, on receipt of such complaint, shall proceed pursuant to KLTv personnel policies.

VIOLATIONS

When the Executive Director determines that there has been an apparent violation of any of these rules and procedures he/she may: With regard to alleged violation of any of these rules and procedures, including those related to nudity, language or gambling in a program, send the certified producer written notification of the alleged violation and advise the certified producer of his / her right to meet with the Executive Director. Before a final determination, which may include possible sanctions, the certified producer shall be advised that his /her request for a meeting must be made to the Executive Director orally or in writing within two weeks of the date of the letter of notification.

The potential cable casting of programs , in the judgment of the Executive Director, contain violations of procedures relating to nudity, language, or gambling; or would create a clear and substantial risk of legal liability for KLTV will be immediately suspended. In the event of suspension of a cablecast, a certified producer shall be sent written notification of the alleged violation within 48 hours of the suspension. Copies of the notice shall be sent at the same time to all members of the Board of Directors, and all other procedures for processing alleged violations, indicated in the following sections, shall also apply.

ACTION TO BE TAKEN

After meeting with the certified producer, or if no meeting is requested after two weeks form the date of notification of the infraction, the Executive Director must take one or more of the following actions:

- a. Take no further action;
- b. Require the certified producer to attend a designated proficiency training program prior to further use of KLTV;
- c. Suspend for a period of time or revoke, in whole or in part, the user's rights to use KLTV facilities;
- d. Take such other action as is fair, reasonable and equitable.

AGGRAVATED INFRACTION

No certified producer shall have their rights suspend or revoked unless the Executive Director determines that the producer's conduct is an aggravated infraction of KLTV's rules and regulations.

In determining whether an infraction is aggravated, the Executive Director shall consider whether:

- a. The certified producer has been involved in previous infractions;
- b. The infraction reflects a serious disregard by the certified producer of the personal or property rights and/or safety of others;
- c. The infraction reflects a serious disregard by the certified producer of the property, care, use, treatment or protection of KLTV facilities;
- d. The infraction was intentional or demonstrated a willful disregard for these rules and procedures.
- e. The infraction exposes KLTV to legal actions from a 3rd party.

NOTIFICATION

The Executive Director shall notify the certified producer in writing of a decision to impose sanctions as soon as possible. If the Executive Director suspends or revokes user rights and if the Executive Director determines that the certified producer's conduct seriously endangered KLTV facilities or the person or property of others, the notice shall so state and the revocation or suspension shall begin immediately. The Board of Directors shall be sent a copy of any Executive notice required by this section. Any person who wishes to appeal the Executive Director's decision must first submit the matter to the dispute resolution process described in section #

APPEAL

Any certified producer against whom the Executive Director has imposed sanctions may appeal that decision to the President of the Board of Directors. A request for appeal shall be in writing and delivered to the President of the Board within 30 days after the certified producer is notified of the Executive Directors decision. If a request for an appeal is made, sanctions shall not take effect until the Executive Director has determined that the certified producer's conduct seriously endangered KLTV facilities or the person or property of another, and has notified the producer of this decision.

ACTION ON THE APPEAL

Upon receipt of appeal from a certified producer, the Board of Directors shall include the matter on its agenda, granting priority over all other agenda matters except for the appeals made under this section. The portion of the Board of Director's meeting at which an appeal is heard shall be open to the public and shall be recorded. At the meeting the Executive Director shall describe any sanctions imposed and the basis for alleging a violation of KLTv rules. The certified producer shall then be entitled to testify regarding the alleged violation and any sanctions. Both the certified producer and the Executive Director may present witnesses or evidence related to the alleged violation. Public comment will be taken at the discretion of the Board of Directors.

AFFIRMATION

If the board of Directors determines that there is sufficient basis to justify the Executive Director's determination of a violation of KLTv rules, then that determination shall be affirmed. The Board of Directors may modify the Executive Director's determination or any sanctions imposed or may make a new determination or impose new sanctions. If the Board of Directors determines that there was no basis for the Executive Director's determination of a violation of KLTv rules, the Board of Directors shall remove any sanctions which were based upon the determination.

FINALITY

Any decision by the Board of Director's shall be considered final and conclusive.

REMOVAL FROM PREMISES

Any KLTv employee may cause any person to be removed from a KLTv location and may require any person to return any KLTv equipment in their possession, when the person is interfering with other KLTv certified producers or employees in the performance of KLTv business or activities, or when the person is placing in immediate danger any KLTv facilities or the person or property of others. Any KLTv employee who takes such action shall make a written report to the Executive Director of the actions taken and the circumstances that caused them to be taken.

BUDGET

INCOME SOURCE

KLTV activities are financed by membership annual investment from the members; by grants and / or sponsorships from various individuals, organizations and businesses; by a franchise fee collected by the cities of Longview, Kelso, Kalama, & Cowlitz County and from the local cable company.

BUDGET DEPOSITIONS

It is the goal of KLTV's Board of Directors to handle incoming revenue in this manner: 90% of the revenue received by KLTV is devoted to the operating budget and capital needs. 10% is set aside for a contingency fund.

BUDGET APPROVAL PROCESS

The Executive Director will present to the budget committee a proposed budget on or about November 1st. The committee will analyze and adjust if needed before they recommend the budget to the Board of Directors at a regular meeting for approval.

FUNDRAISING

THE RAISING OF FUNDS BY KLTV

The raising of funds by KLTV Board committees, staff, certified members or any combination of these is encouraged but requires prior written approval of the Board of Directors or the Executive Committee. If and when, the Board of Directors has authorized a fund to be raised for a special purpose, no obligation shall be incurred for the use of such special fund until the raising of such fund is actually completed.

HANDING OF FUNDS RECEIVED

CHECKS, DRAFTS, & CASH

Negotiable items will be held a maximum of two working days (not counting day of receipt) prior to deposit. When a negotiable instrument in excess of \$5,000 is received, it will be deposited on the day of receipt, when ever possible.

RESERVE FUND POLICY

In order to provide the Treasurer with clarity and direction regarding Investment parameters involving the investment of KLTv Reserve Funds, the KLTv Board of Directors hereby adopts the following policy guidelines:

The reserve funds of KLTv shall be invested under the confines of the "Prudent Man Rule".

The Prudent Man Rule directs trustees to observe how men of prudence, discretion, and intelligence manage their own affairs considering the probable income as well as the probable safety of the funds to be invested. The prudent man rule requires that each investment be judged on it's own merits and speculative or risky investments are to be avoided. The fiduciary is required to invest trust assets considering the need to preserve the capital as well as the amount and regularity of income. Investment decisions will require a majority agreement from the KLTv Board of Directors.

- A. An amount not to exceed approximately 70% of KLTv Reserve Funds may be invested by the Treasurer.
- B. Thirty percent or more of KLTv Reserve Funds at the Treasurer's discretion may be invested in high quality blue chip, non- speculative no-load mutual funds. Said Mutual Funds must have 3 years earning history. The investment objective shall always be the preservation of capital, long-term growth and earnings.
- C. No more than approximately 20% of the cash reserve amount available for investment shall be invested in any one fund.

D. No more than approximately 40% of KLTv Reserve Fund may be invested in equity stocks traded on the New York Stock Exchange and the NASDAQ Exchange. No more than approximately 20% of Reserve Fund available for investment may be invested in any one equity stock. The investment objective shall be for long term growth, preservation of capital and earnings.

E. All other Reserve Funds shall be maintained in high quality Money Market Funds and Bank/Credit Union Certificates of Deposit; both at the highest interest rate available. Maturity on Certificates of Deposit shall not exceed five years.

F. Reserve Funds shall not be invested in options, futures or similar financial instruments.

G. Average checking account balances shall be kept to a reasonable minimum to assure coverage of fixed and variable operating expenses. Checking account balances shall earn the highest interest rate available and maintained without service fees whenever possible.

H. the Treasurer shall provide the KLTv Board of Directors with quarterly and annual reports on all Reserve Fund investments, including comparisons with prior year results.

I. The exception to the above investment plan shall be that the Treasurer, at the Board's discretion, may invest or direct to be invested, an amount not to exceed approximately 10% of KLTv Reserve Funds to take advantage of special investment situations as may be recommended by various financial advisors from time to time.

J. It shall continue to be the policy and goal of KLTv to strive for an annual overall return of 10% on KLTv Reserve Funds through sound investments. When annual growth of KLTv Reserve Fund, through sound investments, exceeds 10% the excess may be considered by the Board of Directors for additional equipment expenditures as needed.

PUBLICITY, LOGO & INDICIA

LOGO INDICIA

KLTv loans its logo and other identifying indicia only for the purpose of specifically publicizing KLTv. Any statements to be made by staff or certified producers concerning KLTv activities, policies and programs through press release, radio, speeches, magazine articles and the like, are to be cleared through the Executive Director.

ADVERSE PUBLICITY

In the event any type of incident takes place, which could adversely reflect on the public image of KLTv, said incident shall be reported, in detail, to the Executive Director and the President, or other officers of KLTv if the President is not available. This person will then decide if a special meeting of either the Board of Directors or the Executive Committee is necessary to address the problem.

CORRESPONDENCE

SENDING CORRESPONDENCE

The Executive Director and/or designated staff are charged with sending routine communications as needed if said communications do not commit KLTv to a course of action not in line with the mission, goals and objectives and other policies of the organization. All correspondence requiring an answer will be acted upon within four working days of receipt. If delay is necessary receipt of the correspondence will be acknowledged with an appropriate explanation for the delay in full response.

RECORDING CORRESPONDENCE

No correspondence shall leave the studio / office or any other location at which such correspondence is prepared unless at least one copy of said correspondence has been made and designated for an appropriate KLTv file. All correspondence shall be made available if requested by the Board at its regular meetings. If the same letter is disseminated to several people the file copy will reflect the names of all individuals receiving copies of the communication.

APPROVAL OF CORRESPONDENCE

Whenever the name of the Executive Director, President, Committee Chairpersons, Officers, or Board of Directors of KLTV is used on an item of correspondence, unless said correspondence is a " form " letter, prior permission of the individual whose name is used must be obtained. Important pieces of correspondence written by employees should be approved by the Executive Director and / or Board President; prior to mailing. This is particularly true of any correspondence of controversial nature when any degree of official KLTV policy and procedure is involved.

ENDORSEMENTS & SPONSORSHIPS

ENDORSEMENT

KLTV makes no endorsements by letter, through the press or otherwise, on any private products, schemes, promotion, company, agency or individual.

SPONSORSHIP

It shall be the policy of KLTV to cooperate to the fullest extent with worthy organizations on worthy public projects, but KLTV will not act as co-sponsors or lend its name as a "cooperating associations." Acceptance of such cooperation must in each instance, be approved by the Board or the Executive Committee.

The following practices are not permitted without prior approval of the Board of Directors or the Executive Committee:

- a. Showing of any patently non KLTV advertising material.
- b. Showing of any materials furthering the cause of any non KLTV activity or event.
- c. on air announcements to further the cause of any individual or event.
- d. Solicitation of funds and /or grants and sponsorships.
- e. Purchases no tickets, chances, advertising or contribution to further any charity or organization, business or individual.

AFFILIATION WITH OTHER ORGANIZATIONS

MEMBERSHIPS IN ORGANIZATIONS

KLTV may of necessity maintain membership in various organizations of a professional community and technical nature. Such memberships will be approved by the Board of Directors and will pay any membership fees assessed for said membership. However, KLTV does not necessarily approve the project furthered or sponsored by these organizations and or actions are independent of them.

In the event committees, officers or members of the Board of Directors are requested to recommend a member or group of members to represent KLTV in another group or organization such recommendation, shall be approved by the Board of Directors and / or the Executive Committee.

REIMBURSEMENT FOR TRAVEL MILEAGE

The Executive Director, Board Members and employees of KLTV shall be reimbursed for related mileage at approved state rate per mile, provided said reimbursed remains within the budgetary limits established by the Board of Directors. All requested reimbursement, must be approved by the Executive Director and submitted to the Treasurer on the designated form for travel reimbursement.

ADVANCE PAY FOR TRAVEL

If any individual staff member or Board member anticipates a sizable expenditure for any approved travel or other expenses, an advance may be requested on the designated form. Upon completion of the travel or other activities, an accounting of the funds advanced must be made on approved reimbursement form and returned with any unused funds to the Executive Director.

SUPPLIES & EQUIPMENT PURCHASES, UNDER \$ 200.00

PETTY CASH

A petty cash fund of \$200.00 shall be administered by the Office Manager, who upon submission of an itemized report along with receipts for expenditure shall be reimbursed by approval from the Executive Director on a monthly basis.

DISPOSAL OF EQUIPMENT

TYPES OF EQUIPMENT

There two types of equipment, which need to be addressed; equipment which is the property of KLTV, and equipment which is not KLTV property. (I.e. personal effects, media purchased but not removed and personal media left at the facility and other miscellaneous items.)

Equipment not owned by KLTV

These items and articles include but are not limited to items which are left at the KLTV facility (and of which KLTV staff is aware) beyond a 30 day period. A notice to this effect will be posted and maintained in a conspicuous position near the main entrance to the facility.

KLTV'S equipment

All KLTV equipment except disposable items - broken media, switches etc., which has been identified as surplus, will be marked, stored and brought to the Board's attention for guidance in disposal.

FACILITY HOURS

Office hours will be posted on KLTV's website and at each entrance of the facility. These hours may change at the discretion of the Executive Director from time to time. No certified producer shall be left unattended inside the facility. Whenever the studio/office is unattended, including lunch and dinner hours, the recording equipment on the telephone will be activated to insure that our line of communication with the public is

maintained on a continuing basis. Upon the return of an employee to the studio / office the message recorder will be checked and a proper response will be made to the individual who may have left a message for action or attention.

KEY CHECK-OUT

Non-staff members will not have authority to use the studio facilities outside of posted business hours unless authorized by the Executive Director. An employee will be deemed to be “in charge” of the facility whenever occupied.

CONFIDENTIALITY

PRIVACY

At times there may be matters of a confidential nature which come to the attention of employees in the normal course of business or at meetings of the Executive Committee and Board of Directors. Each employee is cautioned that information they become aware of must be kept in strictest confidence and should not be discussed outside of KLTV.

POLICY DEVELOPMENT

ROLE OF THE BOARD

It shall be the responsibility of the Board of Directors to periodically review all policies and procedures for accuracy, appropriateness and relevancy. Periodically the Board of Directors may find it necessary to revise, add, delete, and modify existing policies procedures. After conducting a thorough review of all proposed documents the Board of Directors will meet to decide final action. Fundraising will be paramount to the future financial success of KLTV. It is expected that staff, certified producers, and every board member will participate in fundraising activities.

INITIATING POLICY STATEMENTS

Consideration of policy revision may be initiated in any of the following fashions:

- a. The Board of Directors or any of its committees may find it necessary to add, delete, or modify policy and procedures to meet new or changing circumstances necessary in administering an evolving KLTV.
- b. The Executive Director may find it necessary to propose an addition, deletion or modification in policies and procedures as a result of administering and supervising KLTV activities.
- c. An employee may discover a more efficient method of meeting KLTV goals but existing policy and procedures prevents its use. In which case, an employee may propose an addition, or modification in KLTV policy.
- d. A certified producer may have ideas on how best to reach KLTV's goals.

SUBMITTING POLICY PROPOSALS FOR APPROVAL

Regardless of who is initiating a proposal to add, delete, and /or modify, the persons submitting the proposal for consideration must complete the designated form outlining the following:

1. The specific policy to be deleted and /or modified.
2. The specific policy to be added.
3. The rationale for the deletion, and /or modification.
4. Any supporting facts and/or statistics to support the rationale.
5. The name and signature of the person submitting the proposal.
6. The signature of the Executive Director with recommendation for action.
7. The signature of the Board President with the nature of final action after the Board of Director /Executive Committee consideration.

Suggestions from all staff members to improve the overall operation of KLTV are welcome. Any suggestions submitted should be in writing and each suggestion will be given every consideration by the Executive Committee or the Board of Directors.