

**Ord.#30-2012 An Ordinance of the Township of Mount Olive, County of Morris, and State of New Jersey Establishing the Policies and Procedures of the Educational and Governmental Television Station**

**CLERK:**

Delivered to Mayor:

Date: 9/19/12

Time: 3:00 pm

Signed: *Debra M. Lashway*  
Township Clerk

**MAYOR:**

Action by Mayor:

Approved: ✓

Date: 9-19-12

Vetoed: \_\_\_\_\_

Date: \_\_\_\_\_

(Reasons for which Mayor has withheld approval of ordinance, item or part  
Thereof.)

Signed: *[Signature]*  
Mayor

**CLERK:**

Returned:

Date: 9/19/12

Time: 3:10 PM

Not returned within the (10) days:

Date: \_\_\_\_\_

Signed: *Debra M. Lashway*  
Township Clerk

## **ORDINANCE #30-2012**

### **AN ORDINANCE OF THE TOWNSHIP OF MOUNT OLIVE, COUNTY OF MORRIS, AND STATE OF NEW JERSEY ESTABLISHING THE POLICIES AND PROCEDURES OF THE EDUCATIONAL AND GOVERNMENTAL TELEVISION STATION**

**WHEREAS**, the Township of Mount Olive and the Mount Olive Board of Education operate an educational and governmental access cable television channel (hereinafter referred to as "MOTV") which broadcasts noncommercial programming designed to celebrate the diversity of its residents and to educate them on topics of local interest;

**WHEREAS**, the purpose of MOTV is to help Township residents identify and bond with the community, its governing institutions, and each other; and

**WHEREAS**, the Township Council of the Township of Mount Olive has deemed it necessary to enact an ordinance, which establishes the policies and procedures of MOTV in order to effectuate the purpose of MOTV.

**NOW THEREFORE, BE IT ORDAINED**, by the Municipal Council of the Township of Mount Olive, in the County of Morris, and State of New Jersey, as follows:

#### **I. Mission**

This policy is adopted to afford fair and equal opportunities for the dissemination of municipal information and events through the Township of Mount Olive's (hereinafter referred to as the "Township") and the Mount Olive Township Board of Education's educational and governmental access cable channel (hereinafter referred to as "MOTV") and the Township's website. The Township and the Board will assist, create and facilitate programming for the Township website, MOTV and other avenues of broadcasting. MOTV will broadcast noncommercial programming designed to celebrate the diversity of its residents and to educate them on topics of local interest. The purpose of the MOTV is to help the Township's residents identify and bond with the community, its governing institutions, and each other. This policy is only intended to govern the activities of the Township and community groups submitting programming.

#### **II. Goals**

In order to fulfill this mission, the following goals are established for MOTV:

- a. Develop educational and governmental noncommercial programming to address the needs, concerns, and interests of Township residents;
- b. Broadcast high quality noncommercial programs which conform to Township and community standards;

- c. Promote a cooperative effort between the Township, the Township's Public Schools, community, area businesses, and institutions; along with resources on projects that serve the needs, concerns, and interests of resident and the general public;
- d. Encourage Township public school students and residents and the general public to be involved in the production and broadcasting of innovative community driven noncommercial programming;
- e. Provide, maintain, and update a bulletin board, which displays notices from government agencies and non-profit organizations in the Township that are of interest and service to Township residents; and
- f. MOTV will broadcast numerous Township public school, area educational, and non-profit activities and events. In order to ensure that residents with disabilities or those who have difficulty leaving their homes remain an integral part of the community.

### III. Committee, established

There shall be a Mount Olive Township Programming Committee (hereinafter referred to as the "Committee") hereby established appointed by the Township Council and hereby comprised of the following members and group representation of the Township:

- A. The Committee shall be comprised of nine (9) members.
- B. The Committee members shall be drawn from the groups listed below, which operate within the Township:
  - 1. Council of the Township of Mount Olive, one (1) member who shall act as a liaison to the Committee and to the Township Council;
  - 2. Chamber of Commerce, one (1) member;
  - 3. Sports groups, as observed by the Township Recreation Department , one (1) member;
  - 4. Township High School, one (1) member;
  - 5. Clergy with an established house of worship within the Township, one (1) member;

6. Mount Olive Seniors Group, one (1) member;
  7. One (1) member of the Township community who has referent expert experience in television broadcasting and/or video production and programming; and
  8. Two (2) at large members from the Township community.
- C. The Committee members shall each serve for terms of one (1) year and shall remain members until their successors are appointed.

#### IV. Committee Officers; Executive Committee

- a. The Committee shall elect a Chairman, Vice Chairman, and Secretary at its organizational meeting to be held in January of each year. The officers shall serve for terms of one (1) year and shall remain in office until their successors are appointed and elected.
- b. The Chairman, Vice Chairman, and Secretary shall serve as the Executive Committee and shall have authority to make decisions on an emergency basis, if the need arises.
- c. The Secretary shall keep minutes of all the meetings of the Committee, which minutes and copies of official correspondence of the Committee shall be kept on file in the Township Municipal Hall.

#### V. Meetings

The Committee shall hold an annual meeting and such other meetings as it shall determine are appropriate. The meetings shall be held at the Township Municipal Building and shall be open to the public unless closed to the public by the Committee pursuant to an exception authorized under the Open Public Meetings Act or other applicable law. Special meetings may be called by the Chairman on three (3) days' notice to each member of the Committee. The Committee may make and amend rules and regulations concerning the conduct of its meetings. One-half (1/2) the total number of Committee members plus one (1) shall constitute a quorum.

#### VI. Committee Powers and Duties

The Committee shall have the following powers and duties:

- a. The Committee shall promulgate such rules and regulations as are necessary for the fair operation and administration of MOTV. The Committee shall establish its rules and regulations within sixty (60) days of the original organization meeting.

- b. To operate MOTV, subject to the rules and regulations established by the Committee.
- c. To maintain an inventory, in the office of the Township Clerk, of the television equipment owned by the Township.
- d. To submit a proposed budget to the Township Administrator on or before November 1 for the following fiscal year.
- e. To submit to the Township Council, Board of Education, the Mayor, and the Superintendent of the Township's public schools a written report of the programs and activities of MOTV and the Committee undertaken during the prior year. This said written report shall be submitted on or before January 31 of each year.

#### VII. Program Sources

Program material may emanate from:

- a. MOTV volunteer staff;
- b. Governmental and educational organizations; and/or
- c. Area residents or non-profit community groups/organizations.

#### VIII. Editorial Control

- a. The final decisions concerning the editing and broadcasting of a program rest with the Committee for all programs and all sources, subject to program content guidelines.
- b. MOTV is not obligated to broadcast material submitted by any source or to broadcast production or bulletin board submissions in their entirety.
- c. The MOTV Committee will not conduct the actual editing of programming but shall provide guidance and direction to submittals.
- d. All denials shall be in writing from the Committee.

#### IX. Program Content Guidelines

The Committee has the right to reject any program or announcement submission deemed in violation of these guidelines or which is, for any reason, deemed unsuitable or not in conformance with the mission of MOTV. The Committee will

not knowingly permit the broadcasting of a bulletin board announcement or a portion of a program containing material which:

- a. Is contrary to local, state, or federal laws;
- b. Violates state or federal law relating to obscenity or which, when considered by an average Township community viewer, would be offensive to the general viewing public;
- c. Contains profanity which, when considered by an average Township community viewer, would be offensive to the general viewing public. This specifically includes a prohibition on the broadcasting of those words that the Federal Communications Commission forbid from being broadcast on over-the-air, non-cable networks;
- d. Is a direct or indirect presentation of lottery information, gaming or games of chance;
- e. Represents a solicitation, request, and/or appeal for funds other than for MOTV;
- f. Is libelous, slanderous, or an unlawful invasion of privacy;
- g. Is copyrighted or trademarked or subject to ownership or royalty rights for which MOTV has not obtained the necessary releases, licenses, or other lawful permission from the holder/owner of such copyright(s) and/or trademark(s);
- h. Promotes any single religious belief or represents a portion or all of a religious service conducted by a church or religious organization; this shall not preclude the broadcasting of:
  1. A public school concert containing religious music;
  2. A documentary or educational program explaining the beliefs or history of more than one (1) religion; and/or
  3. A concert or other musical program conducted in a church setting by a group or individual not affiliated with that church.
- i. Is an advertisement, whether political or personal, made by or on behalf of officially announced candidates for public office;
- j. Is an advertisement, whether personal or political, made by or on behalf of Township council members, members of the Township administration, and Township employees;

- k. Constitutes advertising to promote the sale of commercial products or services;
- l. Is conducted in a private business establishment, unless it is part of a governmental or non-profit event that is approved by the Committee or a MOTV educational program;
- m. Contains any inappropriate spoken or physical behavior that could improperly or unfairly injure, violate, offend, or insult other persons or groups or is contrary to generally accepted community standards; and/or
- n. Presents demeaning or derogatory comments about, or representations of, individuals or groups based upon ethnic or racial origin, gender, religious belief, or sexual orientation.

The Committee has the right to reject any program or announcement submission deemed in violation of these guidelines or which is, for any reason, deemed not suitable or not in conformance to the mission of MOTV.

MOTV shall be permitted to broadcast the event known as "Candidates Night." Candidates Night is an event organized and hosted by the Township Chamber of Commerce in which Township residents are provided with the opportunity to ask questions of the candidates for public office. The candidates may also be permitted to engage in a debate over any pertinent issues that are deemed important to the public. Candidates Night is not intended to, nor shall it be permitted to be an opportunity for political advertisement by any political party. Any and all candidates, regardless of political party/affiliation are permitted to attend and participate in the event.

#### X. Electronic Bulletin Board

- a. The Electronic Bulletin Board is a mechanism for the broadcasting of public announcements or messages that are noncommercial and deemed to be informational to the Township's residents. These messages include the announcement of events or services sponsored or conducted by governmental, educational, or non-profit community groups or organizations.
- b. The Committee or their designee must approve all notices and messages. The Committee reserves the right to edit any such notices and messages.
- c. Personal advertisements shall not be accepted.
- d. Advertisements for political campaigns shall not be accepted.
- e. Announcements may not contain references to:
  - 1. Lotteries or bingo games; or

2. Alcoholic beverages, cash, or open bars.
- f. Meetings of non-profit, non-governmental groups may be announced; however, announcements of internal organization meetings, i.e., a finance committee of a certain club, will not be announced.
  - g. The starting times and locations of religious services conducted by religious organizations within the Township may be posted on a religious services page.
  - h. All messages should include the name of the event, i.e. a spring bazaar and luncheon, or services, i.e. flu shots, the name of the sponsoring organization, the date, time, location, costs, and contact person along with phone number, email and website address.
  - i. The Committee shall decide the design of the electronic bulletin board screen, including but not limited to, the colors, character fonts, style and layout of the announcement.
  - j. Requests must be dropped off at or mailed to the MOTV Committee, P.O. Box 450, Budd Lake, New Jersey 07828. Announcements may be transmitted electronically for approval by the Committee through the Township Clerk.
  - k. All requests must be received at least three (3) weeks prior to the requested start date of the announcement. Acceptance is solely at the discretion of the Committee.
  - l. Forms to request that an announcement be posted on the electronic bulletin board are available at the Township Municipal Building located at 204 Flanders-Drakestown Road, Budd Lake, New Jersey 07828.
  - m. The Committee has the right to reject any message deemed not to be in conformance with these policies and procedures or the mission of MOTV.
  - n. The announcements shall be given priority based on space in the following order:
    1. Emergencies, weather, and acts of God\*;
    2. Township municipal government and public schools events and meetings, including the agendas for municipal government and Board of Education meetings;
    3. Programs, activities, and events of Township-based and local non-profit organizations; and



4. Programs, activities, events, and meetings of Regional/state agencies;

\*Emergency management announcements made by Mount Olive Township and Public Schools Emergency Management officials will, equipment permitting, be broadcast on a priority basis overriding all other scheduling decisions.

- o. Government and school system announcements shall be posted for a minimum of two (2) weeks; announcements from non-profit organizations shall be posted for a minimum of one (1) week.
- p. The Township and the Committee cannot guarantee that every announcement submitted will be broadcast, nor can the Township and the Committee guarantee the length of time an announcement will be broadcast. In addition, the Township or Committee shall not be responsible for any typographical errors that are contained in the request form that is submitted for the announcement.

#### XI. Cable Productions

- a. Air time is available solely for the purpose of educational, governmental, and community, noncommercial programming that is in conformance with the procedures set forth in this policy and the mission of the MOTV.
- b. Educational programming is programming from any governmental, educational, or non-profit source designed to inform or instruct viewers about matters that fall within the purview of the MOTV mission and objectives.
- c. Community programming is programming featuring an activity of a unit of the Township government, the Township's public schools, or an event sponsored by a Township or area non-profit organization that is requested for broadcasting in order to inform, educate, or entertain Township residents on matters that may be of local interest.
- d. All programming shall be reviewed by the Committee and is subject to editing to insure that it is in conformance with the procedures set forth in this policy and scheduling requirements.
- e. Liability for an unauthorized use of copyrighted material shall rest solely with the creator or producer of the program.
- f. The Committee has the right to reject any program submission if it is deemed not suitable for the MOTV mission and/or not in compliance with the procedures set forth in this policy.

- g. All media submissions must be properly labeled and contain program title and length, name of produce, and sponsoring organization and the home and work telephone numbers of the producer.
- h. The Township is not responsible for any lost, stolen, or damaged video tapes, digital video recordings, or other media submissions.
- i. All media must be picked up by the sender within twenty-one (21) days of broadcasting. After such time has elapsed, the media shall be discarded by the Township.
- j. A broadcast of a meeting of any governmental policymaking or advisory body or committee will only be edited to the extent that there are formal breaks in the meeting or any profanities or obscenities are deleted.
- k. Requests to delete comments or other portions of the meeting will not be honored.

## XII. Program Scheduling

- a. All program scheduling will be approved by the Committee or an individual designated by the Committee.
- b. Whenever possible, an attempt to honor specific requests for broadcast dates and times will be made.
- c. Subject to adjustments made by the Committee, program broadcast priorities will be as follows:
  - 1. Township Council meetings;
  - 2. Township Board of Education meetings;
  - 3. Township sponsored events;
  - 4. Township public school sponsored events; and
  - 5. Other programs of specific community interest approved for broadcast by the Committee.
- d. Emergency management announcements made by the Township's Emergency Management Officials and/or the Township public school's Emergency Management Officials will, equipment permitting, be broadcast on a priority basis overriding all other scheduling decisions.

### XIII. Facilities and Equipment

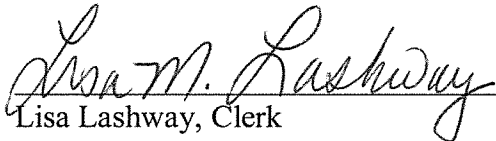
- a. The Committee shall not possess or control through budget allocation by the Township of Mount Olive but shall defer facilities and equipment operations to the MOTV as setup by the Board of Education and the webmaster for the Township of Mount Olive.
- b. Production Team
  - 1. Members of the Committee may volunteer to use Township owned camera equipment for the expressed public filming purpose with the knowledge and training of the webmaster of the Township of Mount Olive.
  - 2. All other productions for airing shall be conducted by private persons or groups or by the team as established by the Board of Education of the Township of Mount Olive.
- c. MOTV is a local, non-profit cable access television production and broadcast operation wholly owned by the Township.
- d. MOTV broadcasting will emanate from the Township's Board of Education facilities.
- e. Access to MOTV editing or storage areas in the Township's facilities will be subject to the Township's policies and procedures.
- f. Access to Township facilities for the purpose of taping or producing activities or events will be in accordance with Township policies and procedures.
- g. Equipment and supplies purchased by or donated to the Township will remain the property of the Township regardless of its location.
- h. Access to the broadcast equipment located at the cable insertion point at the Township's Board of Education facilities will be strictly limited to persons updating programming and scheduling or performing maintenance on such equipment as approved by the Committee.
- i. MOTV equipment may only be used for the production or taping/recording of events or activities approved by the Committee. Access to MOTV equipment should be made available to MOTV production team members.

XIV. Miscellaneous

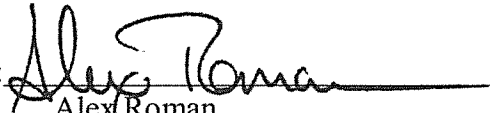
- A. The Mayor, Township Council and such other officials, consultants, agents, employees and professionals of the Township as may be necessary and appropriate are hereby authorized and directed to take any and all actions necessary to effectuate the purposes of this Ordinance.
- B. All ordinances of the Township of Mount Olive, which are inconsistent with the provisions of this Ordinance, are hereby repealed to the extent of such inconsistency.
- C. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

This Ordinance shall take effect immediately upon final passage, approval, and publication as required by law.

ATTEST: 9/18/12

  
Lisa Lashway, Clerk

TOWNSHIP OF MOUNT OLIVE  
COUNTY OF MORRIS  
STATE OF NEW JERSEY

By:   
Alex Roman,  
Council President

# POLICY

## MOUNT OLIVE TOWNSHIP

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### EDUCATIONAL AND GOVERNMENTAL TELEVISION STATION

#### POLICIES AND PROCEDURES

#### I. Mission

This policy is adopted to afford fair and equal opportunities for the dissemination of municipal information and events through the Township of Mount Olive's (hereinafter referred to as the "Township") and the Mount Olive Township Board of Education (hereinafter referred to as the "Board") educational and governmental access cable channel (hereinafter referred to as "MOTV") and the Township's website. The Township and the Board will assist, create and facilitate programming for the Township website, MOTV and other avenues of broadcasting. MOTV will broadcast noncommercial programming designed to celebrate the diversity of its residents and to educate them on topics of local interest. The purpose of the MOTV is to help the Township's residents identify and bond with the community, its governing institutions, and each other. This policy is only intended to govern the activities of the Township and community groups submitting programming.

#### II. Goals

In order to fulfill this mission, the following goals are established for MOTV:

- a. Develop educational and governmental noncommercial programming to address the needs, concerns, and interests of Township residents;
- b. Broadcast high quality noncommercial programs which conform to Township and community standards;
- c. Promote a cooperative effort between the Township, the Township's Public Schools, community, and area businesses, institutions, and resources on projects that serve the needs, concerns, and interests of residents;
- d. Encourage Township public school students and residents to be involved in the production and broadcasting of innovative community driven noncommercial programming;
- e. Provide, maintain, and update a bulletin board, which displays notices from government agencies and non-profit organizations in the Township that are of interest and service to Township residents; and

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- f. In order to ensure that residents with disabilities or those who have difficulty leaving their homes remain an integral part of the community, MOTV will broadcast numerous Township public school, area educational, and non-profit activities and events.

III. Committee established

There shall be a Mount Olive Township programming committee hereby established appointed by the Township Council and hereby comprised of the following members and group representation of the Township:

- A. The committee shall be comprised of nine (9) members
- B. The committee members shall be drawn from the below listed groups operating within the Township of Mount Olive
  - 1. Council of the Township of Mount Olive, one (1) member who shall act as a liaison to the committee
  - 2. Chamber of commerce, one (1) member
  - 3. Sports groups as observed by the Township recreation department, one (1) member
  - 4. Township High School MOTV, one (1) member
  - 5. Clergy with an established house of worship within the Township, one (1) member
  - 6. Mount Olive Seniors group, one (1) member
  - 7. One (1) member of the community who has referent expert experience in the topic and background of video production and programming appointed by council

Two (2) at large members from the community

IV. Committee Officers; Executive Committee

- a. The Committee shall elect a Chairman, Vice Chairman, and Secretary at its organizational meeting to be held in January of each year. The officers shall serve for terms of one (1) year and shall remain in office until their successors are appointed and elected.
- b. The Chairman, Vice Chairman, and Secretary shall serve as the Executive Committee and shall have authority to make decisions on an emergency basis, if the need arises.
- c. The Secretary shall keep minutes of all the meetings of the Committee, which minutes and copies of official correspondence of the Committee shall be kept on file in the Township Municipal Hall.

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V. Meetings

The Committee shall hold an annual meeting and such other meetings as it shall determine are appropriate. The meetings shall be held at the Township Municipal Building and shall be open to the public unless closed to the public by the Committee pursuant to an exception authorized under the Open Public Meetings Act. Special meetings may be called by the Chairman on three (3) days' notice to each member of the Committee. The Committee may make and amend rules and regulations concerning the conduct of its meetings. One-half (1/2) the total number of Committee members plus one (1) shall constitute a quorum.

VI. Committee Powers and Duties

The Committee shall have the following powers and duties:

- a. To operate MOTV, subject to the rules and regulations established by the Committee.
- b. To maintain an inventory, in the office of the Township Clerk, of the television equipment owned by the Township.
- c. To submit a proposed budget to the Township Administrator on or before November 1 for the following fiscal year.
- d. To submit to the Township Council, Board of Education, and Mayor a written report of the programs and activities of MOTV and the Committee undertaken during the prior year, said written report shall be submitted on or before January 31 of each year.
- e. The Committee shall promulgate such rules and regulations as are necessary for the fair operation and administration of MOTV.

VII. Program Sources

Program material may emanate from:

- a. MOTV volunteer staff;
- b. Governmental and educational organizations; and/or
- c. Area residents or non-profit community groups/organizations.

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VIII. Editorial Control

- a. The final decisions concerning the editing and broadcasting of a program rest with the Committee for all programs and all sources, subject to program content guidelines.
- b. MOTV is not obligated to broadcast material submitted by any source or to broadcast production or bulletin board submissions in their entirety.
- c. MOTV Committee will not conduct the actual editing of programming but shall provide guidance and direction to submittals.
- d. All denials shall be in writing from the committee.

IX. Program Content Guidelines

The Committee has the right to reject any program or announcement submission deemed in violation of these guidelines or which is, for any reason, deemed unsuitable or not in conformance with the mission of MOTV. The Committee will not knowingly permit the broadcasting of a bulletin board announcement or a portion of a program containing material which:

- a. Is contrary to local, state, or federal laws;
- b. Violates state or federal law relating to obscenity or which when considered by an average community viewer would be offensive to the general viewing public;
- c. Contains profanity which, when considered by an average community viewer, would be offensive to the general viewing public; this specifically includes a prohibition on the broadcasting of those words that the Federal Communications Commission forbid from being broadcast on over-the-air, non-cable networks;
- d. Is a direct or indirect presentation of lottery information, gaming or games of chance;
- e. Represents a solicitation, request, and/or appeal for funds other than for MOTV;
- f. Is libelous, slanderous, or an unlawful invasion of privacy;
- g. Is copyrighted or trademarked or subject to ownership or royalty rights for which MOTV has not obtained the necessary releases, licenses, or other lawful permission from the holder/owner of such copyright(s) and/or trademark(s);
- h. Promotes any single religious belief or represents a portion or all of a religious service conducted by a church or religious organization; this shall not preclude the broadcasting of:
  - 1. A public school concert containing religious music;



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2. A documentary or educational program explaining the beliefs or history of more than one (1) religion;
  3. A concert or other musical program conducted in a church setting by a group or individual not affiliated with that church.
- i. Is an advertisement by or on behalf of officially announced candidates for public office;
  - g. Is an advertisement by or on behalf of Township council members, members of the Township administration, and Township employees;
  - h. Constitutes advertising to promote the sale of commercial products or services;
  - i. Is conducted in a private business establishment, unless it is part of a governmental or non-profit event that is approved by the Committee or a MOTV educational program or series that is approved by the Committee;
  - j. Contains any inappropriate spoken or physical behavior that could improperly or unfairly injure, violate, offend, or insult other persons or groups or is contrary to generally accepted community standards; and/or
  - k. Presents demeaning or derogatory comments about, or representations of, individuals or groups based upon ethnic or racial origin, gender, religious belief, or sexual orientation.

The Committee has the right to reject any program or announcement submission deemed in violation of these guidelines or which is, for any reason, deemed not suitable or not in conformance to the mission of MOTV.

X. Electronic Bulletin Board

- a. The electronic bulletin board is a mechanism for the broadcasting of public announcements or messages that are noncommercial and deemed to be informational to the Township's residents. These messages include the announcement of events or services sponsored or conducted by governmental, educational, or non-profit community groups or organizations.
- b. The Committee or their designee must approve all notices and messages. The Committee reserves the right to edit any such notices and messages.
- c. Personal advertisements shall not be accepted.
- d. Advertisements for political campaigns shall not be accepted.

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- e. Announcements may not contain references to:
  - 1. Lotteries or bingo games; or
  - 2. Alcoholic beverages, cash, or open bars.
- f. Meetings of non-profit, non-governmental groups may be announced; however, announcements of internal organization meetings, i.e., a finance committee of a certain club, will not be announced.
- g. The starting times and locations of religious services conducted by religious organizations within the Township may be posted on a religious services page.
- h. All messages should include the name of the event, i.e. a spring bazaar and luncheon, or services, i.e. flu shots, the name of the sponsoring organization, the date, time, location, costs, and contact person along with phone number, email and website address.
- i. The Committee shall decide the design of the electronic bulletin board screen, including but not limited to, the colors, character fonts, style and layout of the announcement.
- j. Requests must be dropped off at or mailed to the MOTV Committee, P.O. Box 450, Budd Lake, New Jersey 07828. Announcements may be transmitted electronically for approval by the Committee through the Township Clerk.
- k. All requests must be received at least three (3) weeks prior to the requested start date of the announcement. Acceptance is solely at the discretion of the Committee.
- l. Forms to request that an announcement be posted on the electronic bulletin board are available at the Township Municipal Building located at 204 Flanders-Drakestown Road, Budd Lake, New Jersey 07828.
- m. The Committee has the right to reject any message deemed not to be in conformance with these policies and procedures or the mission of MOTV.
- n. The announcements shall be given priority based on space in the following order:
  - 1. Emergencies, weather, and acts of God\*;

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2. Township municipal government and public schools events and meetings, including the agendas for municipal government and Board of Education meetings;
3. Programs, activities, and events of Township-based and local non-profit organizations; and
4. Programs, activities, events, and meetings of Regional/state agencies;

\*Emergency management announcements made by Mount Olive Township and Public Schools Emergency Management officials will, equipment permitting, be broadcast on a priority basis overriding all other scheduling decisions.

- o. Government and school system announcements shall be posted for a minimum of two (2) weeks; announcements from non-profit organizations shall be posted for a minimum of one (1) week.
- p. The Township and the Committee cannot guarantee that every announcement submitted will be broadcast, nor can the Township and the Committee guarantee the length of time an announcement will be broadcast. In addition, the Township or Committee shall not be responsible for any typographical errors that are contained in the request form that is submitted for the announcement.

#### XI. Cable Productions

- a. Air time is available solely for the purpose of educational, governmental, and community, noncommercial programming that is in conformance with the procedures set forth in this policy and the mission of the MOTV.
- b. Educational programming is programming from any governmental, educational, or non-profit source designed to inform or instruct viewers about matters that fall within the purview of the MOTV mission and objectives.
- c. Community programming is programming featuring an activity of a unit of the Township government, the Township's public schools, or an event sponsored by a Township or area non-profit organization that is requested for broadcasting in order to inform, educate, or entertain Township residents on matters that may be of local interest.
- d. All programming shall be reviewed by the Committee and is subject to editing to insure that it is in conformance with the

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procedures set forth in this policy and scheduling requirements.

- e. Liability for an unauthorized use of copyrighted material shall rest solely with the creator or producer of the program.
- f. The Committee has the right to reject any program submission if it is deemed not suitable for the MOTV mission and/or not in compliance with the procedures set forth in this policy.
- g. All media submissions must be properly labeled and contain program title and length, name of produce, and sponsoring organization and the home and work telephone numbers of the producer.
- h. The Township is not responsible for any lost, stolen, or damaged video tapes, digital video recordings, or other media submissions.
- i. All media must be picked up by the sender within twenty-one (21) days of broadcasting. After such time has elapsed, the media shall be discarded by the Township.
- j. A broadcast of a meeting of any governmental policymaking or advisory body or committee will only be edited to the extent that there are formal breaks in the meeting or any profanities or obscenities are deleted.
- k. Requests to delete comments or other portions of the meeting will not be honored.

## XII. Program Scheduling

- a. All program scheduling will be approved by the Committee or an individual designated by the Committee.
- b. Whenever possible, an attempt to honor specific requests for broadcast dates and times will be made.
- c. Subject to adjustments made by the Committee, program broadcast priorities will be as follows:
  - 1. Township Council meetings;
  - 2. Township Board of Education meetings;
  - 3. Township sponsored events;

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4. Township public school sponsored events; and
  5. Other programs of specific community interest approved for broadcast by the Committee.
- d. Emergency management announcements made by the Township's Emergency Management Officials and/or the Township public school's Emergency Management Officials will, equipment permitting, be broadcast on a priority basis overriding all other scheduling decisions.

XIII. Facilities and Equipment

- a. The Committee shall not possess or control through budget allocation by the Township of Mount Olive but shall defer facilities and equipment operations to the MOTV as setup by the Board of Education and the webmaster for the Township of Mount Olive.
- b. Production Team
  1. Members of the Committee may volunteer to use Township owned camera equipment for the expressed public filming purpose with the knowledge and training of the webmaster of the Township of Mount Olive.
  2. All other productions for airing shall be conducted by private persons or groups or by the team as established by the Board of Education of the Township of Mount Olive.
- c. ***MOTV is a local, non-profit cable access television production and broadcast operation wholly owned by the Township.***
- d. ***MOTV broadcasting will emanate from the \_\_\_\_\_.***
- e. Access to MOTV editing or storage areas in the Township's facilities will be subject to the Township's policies and procedures.
- f. Access to Township facilities for the purpose of taping or producing activities or events will be in accordance with Township policies and procedures.
- g. Equipment and supplies purchased by or donated to the Township will remain the property of the Township regardless of its location.

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- h. Access to the broadcast equipment located at the cable insertion point at the \_\_\_\_\_ will be strictly limited to persons updating programming and scheduling or performing maintenance on such equipment as approved by the Committee.
- i. MOTV equipment may only be used for the production or taping/recording of events or activities approved by the Committee. Access to MOTV equipment should be made available to MOTV production team members.